



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning  
**FROM:** John Yi, Public Utilities  
**SUBJECT:** Towne Bank Short Pump Town Center, POD2021-00566  
**DATE:** January 13, 2022

---

We have reviewed a concept plan for the referenced project submitted to the Planning Office on December 27, 2021. This concept plan includes renovation of 7,858 sq-ft bank building to a bank with new occupant. Our comments are intended to provide guidance for requirements for design and construction of the water and sewer service that will be provided by the County systems. The levels of detail provided in the following comments are based on the amount of detail provided on the plan.

### General

1. Construction Plans submitted for review need to be sealed and signed by a Professional Engineer or a Land Surveyor B.
2. Label the existing private water and sanitary sewer pipes as "private" on the plan sheet.
3. Will there be any plumbing fixtures change? Provide Henrico County DPU Meter Sizing Form (F-8) for the proposed bank if there will be any changes.
4. Fire protection requirements cannot be determined for this project at this time. ISO calculations have not been provided with this plan. The need for fire hydrants and hydrant locations will be determined after ISO calculations have been provided and reviewed.

If you have any questions, please call me at 501-4511 or Alice Thompson at 501-4508.

Sincerely,

John Yi  
Utilities Engineer

cc: Brian Ditzler, Timmons Group