



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES
(804) 501-4517

INTER-OFFICE MEMORANDUM

TO: Leslie News, Planning

FROM: Marchelle Sossong, Public Utilities

SUBJECT: Shake Shack at Willow Place Shopping Center, POD2022-00099

DATE: May 4, 2022

We have reviewed the construction plans submitted to the Planning Department on April 20, 2022. All technical requirements of DPU have been satisfied. We recommend that Final Construction Plans be submitted to the Planning Department for signature. After the Planning office signs the 14 sets of plans, please deliver the 14 sets of plans to Public Utilities for plan signature.

Water and Sewer Agreements that must be executed by the Owner and the County prior to authorization to proceed with construction of County water and sewer improvements **have** been executed.

The required Utility Pre-construction Meeting may be scheduled jointly with the Public Works Pre-construction Meeting, if desired, after the Final Construction Plans are approved. Authorization to Proceed with utility construction will be granted after the plans are signed and the Utility Pre-Construction Meeting is held.

Marchelle Sossong, P.E.
Design Division Director

cc: Monte Lewis, P.E., E. D. Lewis and Associates, P.C.
Marshall French, Sauer Properties, Inc

bc: Rick Schwartz, DPW
Ralph Claytor
Megan Gallagher/Daniel Ivy
Aimee Crady, Planning

ANT/tt

PUBLIC UTILITIES APPROVAL REQUIRED