



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning  
**FROM:** Marchelle Sossong, Public Utilities  
**SUBJECT:** Waffle House at 2800 Old Pump Road POD2023-00057  
**DATE:** August 11, 2023

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We have reviewed the construction plans submitted to the Planning Department on July 26, 2023. 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 13 sets of plans, please deliver the 13 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: Jeffery Staub, PE, Silvercore  
bc: Mike Aust, DPW  
Ralph Claytor  
Daniel Ivy  
Mike Kennedy, Planning  
NBE/djm

**PUBLIC UTILITIES APPROVAL REQUIRED**