



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:** Dunkin at Tower Plaza, POD2023-00256  
**DATE:** August 10, 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 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 not** been executed.

The required Utility Pre-Construction Meeting will not be scheduled, nor will the Authorization to Proceed with utility construction be granted, until the Final Construction Plans are signed, and the Water and Sewer Agreements have been executed. The required Utility Pre-construction Meeting may NOT be scheduled jointly with the Public Works Pre-construction Meeting unless agreements are executed prior to such meeting.

Marchelle Sossong, P.E.  
Design Division Director

cc: Simon Mueller, P.E., Koontz Bryant Johnson Williams  
Luis Cabral, THG Lexington Farm, LLC

**PUBLIC UTILITIES APPROVAL REQUIRED**