



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Mike Kennedy, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Henrico -Eastover Gardens, POD2023-00412  
**DATE:** October 3, 2023

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We have reviewed a concept plan for the referenced project submitted to the Planning Office on September 15, 2023. This preliminary plan includes the construction of a new 1-story 13,404 sf firehouse. 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. Construction plans for water and sewer shall be designed in accordance with DPU Standards. 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. The extent of water and sewer requirements cannot be determined for the parcel until complete construction plans that include a separate Utility Plan Sheet (Water and Sewer Plan) have been submitted.
3. Provide Henrico County DPU Meter Sizing Form (F-8) to determine what size meter will adequately serve the proposed building.
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.
5. Fire hydrants shall be located so that the maximum hose lay to any part of the building shall not exceed 350'.
6. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole will be required for this project.
7. Agreements for water and sewer service is not required for this County project.

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

Sincerely,

Alice Thompson  
Utilities Engineer

cc: Simon Mueller, Koontz-Bryant Johnson Williams

bc: Ralph Claytor, DPU  
Marchelle Sossong  
Michael Aust DPW

ANT/vr