



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:** Willow Lawn Waterline Extension Plan, POD2023-00440  
**DATE:** October 18, 2023

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We have reviewed a concept plan for the referenced project submitted to the Planning Office on September 28, 2023. This concept plan includes the extension of the water line to service 4911 Augusta Ave. 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. Replace the proposed 8" water line with a 12" water main.
4. Use tees in place of the 90° bends shown on the water line for future water line extensions. Be sure to add two valves at a tee in accordance with D-480.
5. At the proposed connection to the existing 8" water main, provide a valve and vertical/horizontal bends to lower the water line to a 12" x 8" tee. Connect the proposed 12" water main to the eastern branch of the 12" x 8" tee and install a 12" water line stub to the western side of the branch underneath the existing 8" water pipe for future water line extension. A suggested design will be provided at the staff developer meeting.

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

Sincerely,

Alice Thompson  
Utilities Engineer

cc: Cecil McNair, Rachet Designs, LLC

bc: Ralph Claytor  
Marchelle Sossong

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