



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning  
**FROM:** Marchelle Sossong, Public Utilities  
**SUBJECT:** **Quality Inn Building Renovations**  
**DATE:** October 26, 2023

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We have reviewed the construction plans directly submitted to the Department of Public Utilities on October 19, 2023. All technical requirements of DPU have been satisfied.

- Include on sheet C4.0 a callout reference to D-125 for the monitoring manhole and show the detail for D-125 in the plans.

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.  
DPU Design Division Director

cc: Cecil McNair, Jr. PE, Ratchet Designs LLC  
Mayush Mehta – Diamond Hotel LLC

bc: Mike Aust, DPW  
Daniel Ivy  
Kristen Smith, Planning

JLC/vr