



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:** Ratcliffe & Jackson Townhouses (601 Ratcliffe Ave-Live/Work Dwelling), POD2023-00461  
**DATE:** November 1, 2023

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We have reviewed a concept plan for the referenced project submitted to the Planning Office on October 16, 2023. This concept plan includes the construction of five (5) live/work dwelling townhouses on each of the two adjacent parcels. 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. 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.
4. Provide Henrico County DPU Meter Sizing Form (F-8) to determine what size meter will adequately serve the proposed buildings.
5. Connections fees will be based on the number of dwelling units and meter size for the retail portion.
6. Domestic backflow preventers will be required for each building.
7. No finished floor elevation for the buildings has been provided on the plans. The existing sanitary sewer located in both Ratcliffe St. and Jackson Ave are shallow. The existing sewer will need to be surveyed to determine if connecting to the sewer in both Ratcliffe St. and Jackson Ave will work. If the sewer will not work in Ratcliffe St. and Jackson Ave, extension of the 12" sanitary sewer in Richmond-Henrico Turnpike may be needed to serve the site.
8. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole will be required for this project.
9. Agreements for water and sewer service will be required for this project.

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

Sincerely,

Alice Thompson  
Utilities Engineer

cc: Steve Worthington, PE

bc: Ralph Claytor  
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ANT/vr