



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Todd Rigler, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Anderson Road Office Building (1 Anderson Rd), POD2023-00455  
**DATE:** November 1, 2023

---

We have reviewed a concept plan for the referenced project submitted to the Planning Office on October 16, 2023. This concept plan includes demolition of the existing new two-story office building. 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. Existing wells to be abandoned will need to be abandoned in accordance with VDH requirements.
5. There is a 12" county water main in Staples Mill Rd for water line connection.
6. Provide Henrico County DPU Meter Sizing Form (F-8) to determine what size meter will adequately serve the proposed building.
7. There is an existing lateral located on Hungary Spring Rd that services Parcel 767-759-6819. Verify the condition of the lateral to ensure that it can be utilized to serve the proposed building.
8. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole may 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  
Marchelle Sossong

ANT/vr