



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: Best Value Inn Renovations, POD2023-00496 (5700 Williamsburg Rd)
DATE: November 30, 2023

We have reviewed a concept plan for the referenced project submitted to the Planning Office on November 9, 2023. This concept plan includes renovation of the existing hotel with a phase construction and demolition. 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. Neither water nor sewer is shown on the plan. 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 be adequate to serve the proposed building.
5. No sewer service is shown on the concept plan to serve the proposed building.
6. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole may be required for this project.
7. When will the plan for the improvements for the existing building on Parcel 2 be submitted for review? Additional requirements will need to be addressed with the Phase 2 improvements.
8. How many rooms will be demolished in the existing building on Parcel 2? This will need to be stated in the construction plans.
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: Cecil McNair Jr. PE, Ratchet Designs, LLC

bc: Ralph Claytor
Marchelle Sossong

ANT/vr