



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Phillip Bariteau, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Town Motel Building Addition, POD2023-00497 (5214 Brook Rd)  
**DATE:** November 30, 2023

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We have reviewed a concept plan for the referenced project submitted to the Planning Office on November 9, 2023. This concept plan includes a 24' x 30' building addition to the existing hotel 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. 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. An RPZ is required for any proposed fire sprinkler system.
5. Provide Henrico County DPU Meter Sizing Form (F-8) to ensure the existing meter is adequate for the proposed addition.
6. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole may be required for this project.
7. 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/djm