



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning

**FROM:** Ralph Claytor, Public Utilities

**SUBJECT:** Bank of America – Willow Lawn, POD2023-00121

**DATE:** December 14, 2023

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We have reviewed the construction plans submitted to the Planning Department on November 30, 2023. All technical requirements of DPU have been satisfied. We recommend that Final Construction Plans be submitted to the Planning Department for signature. After the Planning office signs the 13 sets of plans, please deliver the 13 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.

Ralph Claytor, P.E.  
Assistant Director for Enterprise Programs

cc: Nisit Sapparkhao, PE, Infinity Engineering Group  
Stephen Hruska, 5000 Richmond, LLC

**PUBLIC UTILITIES APPROVAL REQUIRED**