



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning  
**FROM:** Marchelle Sossong, Public Utilities  
**SUBJECT:** Greenhouse Section 1 Subdivision; DWG#2023-030Rev1  
**DATE:** January 3, 2024

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We have reviewed the revised construction plans directly submitted to the Department of Public Utilities on December 18, 2023. All technical requirements of DPU have been satisfied. We recommend that revised construction plans be submitted to the Planning Department for signature. After the Planning Office signs the fourteen (14) sets of plans, please deliver the fourteen (14) sets of plans to Public Utilities for plan signature.

The revisions to the approved plan **that impact utilities** are as follows:

- Waterline alignment within the entrance of Forget-Me-Not Way off Mountain Road has been adjusted to match the road width.
- Sanitary laterals to lots 38 and 39 have been modified with vertical adjustments to avoid conflict with a storm sewer.

Pre-construction meetings on this project were scheduled at the beginning of construction. DPW should return seven (7) sets of approved plans to Public Utilities Design when plans are signed. DPU Design will distribute plans to DPU Construction. No work on revisions to approved water or sewer mains shall proceed before approved revisions are received by DPU Construction.

Marchelle Sossong, P.E.  
DPU Design Division Director

cc: Adam Werner PE, Youngblood, Tyler & Associates  
Jon Beckner, RJM Land, LLC

bc: Christina Goggin, Planning  
Mike Aust, Public Works  
Daniel Ivy, Kenisha Williams, Otis Mitchell

JLC/djm