



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: Element by Westin at Short Pump Town Center
POD2021-00524

DATE: January 11, 2024

We have reviewed the construction plans submitted to the Department of Public Utilities on January 8, 2024. All technical requirements of DPU have been satisfied. The following condition must be addressed before we recommend that Final Construction Plans be submitted to the Planning Department for signature:

- A hard copy of the construction plan has not been submitted since November 3, 2023. Comments dated November 27, 2023, were addressed by several PDFs through emails. Ensure the final construction plans submitted for signature coordinates with the PDFs.

After the Planning office signs the 14 sets of plans, please deliver the 14 sets of plans to Public Utilities for plan signature.

Water and Sewer green card 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** been executed.

The required Pre-construction Meeting may be scheduled jointly with Public Works Pre-construction Meeting, if desired, after the Final Construction Plans are approved. Authorization to Proceed with utility construction will be granted after the plans are signed and the Utility Pre-Construction Meeting is held.

Marcelle Sossong, P.E.
Design Division Director

cc: Chris Thompson, P.E., The Site Design Company
Nick Patel, Magan & Son, LLC

bc: M. Aust, DPW
R. Claytor
D. Ivy
T. Greulich, Planning

HJY/VR