



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:** **West Village, POD2023-00223**  
DWG#2023-025R1

**DATE:** February 14, 2024

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We have reviewed the revised construction plans submitted to the Department of Public Utilities on February 13, 2024. 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 thirteen (13) sets of plans, please deliver the thirteen (13) sets of plans to Public Utilities for plan signature.

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

- Change to the sanitary sewer pipes slope and inverts.
- Adding a 2<sup>nd</sup> irrigation meter/connection.

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.  
Design Division Director

cc: David Ellington, PE, Kimley-Horn and Associates, Inc.  
Brian McNeal, SKM, LLC.

bc: Mike Aust, DPW  
M. Sossong  
D. Ivy  
M. Kennedy, Planning

HJY/vr