



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES
(804) 501-4517

INTER-OFFICE MEMORANDUM

TO: Tony Greulich, Planning
FROM: Marchelle Sosson, Public Utilities
SUBJECT: First National Bank at Willow Place, POD2023-00498
DATE: February 28, 2024

We have reviewed the construction plans submitted to the Planning Department on February 13, 2024. 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.

The following modifications need to be addressed before plans can be signed for approval:

1. The Information Sheet needs to be turned in through Build Henrico under the Water and Sewer Agreements link.
2. Original engineering signature and date are required on the PE seal.
3. The DB&PG for the existing utility easement is incorrect on the plan. The easement is under DB: 2393 PG: 1395.

Marchelle Sosson, P.E.
Design Division Director

cc: Brain Miller, PE, Bohler Engineering
Cormac McDermott, Sauer Properties

bc: Mike Aust, DPW
Ralph Claytor
Daniel Ivy
Aimee Crady, Planning

NBE/vr