

Street Name Clearinghouse Request Instructions

The following criteria are used in considering street name requests:

1. The street name should be unique within the Richmond Region. If a name is currently used in another locality, it is unavailable for use in a new locality.
2. The requested name should be easily understandable over the telephone.
3. Foreign language words should be easily pronounceable.
4. There must be clear spelling and formatting of the street name.
 - a. Clearly indicate single or double word or compound word names
 - b. Proper capitalization
 - c. Proper punctuation (e.g., hyphens or apostrophes)
(Note: Many of the localities no longer allow use of apostrophes)
5. Use of the same street names with different street type designations is acceptable if it is understood that the main road will be designated as a road, drive, avenue, street or boulevard (implying a through street), with all remaining same street names branching off of this main road to be named as court, place, circle, way, and terrace (implying a dead-end or cul-de-sac situation).

Example:

<i>Deep Creek Road--</i>	<i>main road</i>
<i>Deep Creek Court--</i>	<i>connected to main road (cul-de-sac)</i>
<i>Deep Creek Terrace--</i>	<i>connected to main road (dead-end)</i>

6. Directional prefixes are not acceptable as unique names.

Example:

N. Deep Creek Court
S. Deep Creek Court

7. If single-word street name represent duplication, a second word may be added to make a unique compound word street name. Please note the street type is NOT part of the street name so changing it will not affect the street name.

Example:

Existing	<i>Cavalry Road</i>	
Proposed	<i>Cavalry Drive</i>	<i>unacceptable duplication</i>
Alternative	<i>Cavalry Creek Drive</i>	<i>ok, if not duplicated</i>
	<i>Cavalry Horse Road</i>	<i>ok, if not duplicated</i>
	<i>Cavalry Charge Blvd.</i>	<i>ok, if not duplicated</i>

8. The review of the name will also check for similar sounding names, even if the spelling is different, and plurals. Neither of these variations is acceptable.

Example:

a.	Existing	<i>Pine Drive</i>	
	Proposed	<i>Pines Drive</i>	<i>similar sound</i>
b.	Existing	<i>Pare Drive</i>	
	Proposed	<i>Pear Drive</i>	<i>similar sound</i>
c.	Existing	<i>Paddy Drive</i>	
	Proposed	<i>Patty Lane</i>	<i>similar sound</i>

9. The street name cannot contain two extensions.

Example:

Emerald Terrace Court
Maple Row Drive

10. Proper names **cannot** be reserved **until approved by the locality** where the street name will be used. Each Jurisdiction reserves the right to use proper names to honor its citizens. If you wish to use a proper name you must get approval before submitting the request.
11. The Street Name Reference Report is available on the PlanRVA website (www.planrva.org). This serves as a guide to existing and reserved names for our region. The guide is updated monthly.

Contact us at 804.323.2033

Suggested words that can be added to creates a unique street name

Acers	Green	Point / Pointe
Arbor	Grove	Pond
Basin	Gulch	Preserve
Bay	Gulf	Rail
Beach	Hall	Ranch
Bend	Hamlet	Reef
Borrow	Haven	Reserve
Bottom	Heath	Retreat
Branch	Heights	Ridge
Brook	Hill	Rise
Café	Hollow	River
Cape	Hunt	Rock
Cannel	Island	Roost
Castle	Isle	Ship
Center	Inlet	Shire
Chase	Keep	Sholes
Cliff	Knob	Shop
Club	Knoll	Shot
Colony	Lagoon	Sound
Cottage	Lake	Springs
Cove	Landing	Spur
Creek	Lawn	Square
Crest	Levee	Station
Croft	Level	Strait
Cross	Lock	Stream
Crossroad	Manor	Summit
Delta	Market	Swamp
Den	Marsh	Tavern
Dock	Meadow	Thicket
Downs	Mill	Tower
Draft	Mist	Towers
Dune	Mountain	Tree
Estate / Estates	Oasis	Vale
Falls	Ocean	Valley
Farm / Farms	One	Villa / Villas
Ferry	Orchard	Village
Field	Park	Vine
Ford	Pass	Willow
Forest	Patch	Wood / Wood
Garden / Gardens	Path	Xing
Gate	Pavilion	
Glen	Plaza	