PlanRVA Street Name Clearinghouse Procedures

Street name requests are made by emailing the [Street Name Clearinghouse request form](#) to PlanRVA at Streetname@PlanRVA.org. The form includes the requestor's name, email, and company along with the subdivision, street names, and street types, being requested.

PlanRVA staff uses the SNC criteria listed below to evaluate the requested names, and then checks the SNC database for duplicate or sound alike names.

PlanRVA staff returns an approval form when a street name is approved. Developers submit this form to the jurisdiction with the subdivision plat. If a street name is not approved, staff will communicate the reason for the rejection. Another request can then be submitted.

Approved street names are added to the street name clearinghouse database with an expiration date two years from the approval date. Street names with expired reservations may remain in the system until they are either released by the reserving company or determined by PlanRVA to be inactive.

Developers and localities are encouraged to notify PlanRVA when plats are recorded. PlanRVA will then change the street name status from reserved to existing in the clearinghouse database.

STREET NAME REVIEW CRITERIA

The following criteria are used in considering name requests:

1. The requested name should be easily understood over the telephone. Foreign language words should be pronounceable by the average person.

2. The street name will be entered into the database exactly as entered on the request form. Developers must be clear about spelling of the street name, indicating single- or double-word names, proper capitalization, and/or punctuation (e.g., hyphens or apostrophes).

3. The proposed name should be unique within the entire PlanRVA Region. Intended use of the name outside the city/county where the name currently exists or is reserved is irrelevant. The purpose of the clearinghouse is to avoid regional duplication!

4. The use of the same street name 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 it is a through street, with all the remaining same street names branching off of this main road to be named as court, place, circle, way, and terrace which are used for cul-de-sacs.

    Example:
Deep Run Road--	main road
Deep Run Court--	all connected to main road
Deep Run Circle--	all connected to main road
Deep Run Terrace--	all connected to main road

Directional prefixes (e.g., N. Deep Run and S. Deep Run Court) are not acceptable as unique names.

5. If a single-word street name represents 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.

   Examples:
Existing --	Cavalry Rd.
Proposed --	Cavalry Drive, unacceptable duplication
Alternative--	Cavalry Run Dr, ok, if not duplicated
	Cavalry Horse Rd., ok, if not duplicated
	Cavalry Charge Blvd. ok, if not duplicated

6. The review of the list for possible duplications should also check for similar sounding, but differently spelled names. Plurals are not allowed sounds alike.

   Examples (hypothetical):
Proposed Name --	Pines Dr., sounds like
Existing Name --	Pine Dr.

   or
Proposed Name --	Patty Lane sounds like
Existing Name --	Paddy Drive

   or
Proposed Name --	Pear Dr., sounds like
Existing Name --	Pare Rd.

   Such similarly sounding names should be rejected to avoid address confusion.

7. The street name cannot contain two extensions.

   Examples:
   Emerald Terrace Court,
   Maple Row Drive,
   Park Lane Drive

8. Proper names cannot be reserve until approved by the jurisdiction the street will lie in. The Jurisdiction reserves the right to use proper names to honor its citizens. If you wish to use a proper name you much get approval from the jurisdiction.

The Street Name Listing is a report of all street names existing or reserved in the Richmond region. This report can be viewed online or saved to your computer and used as a guide to what name are existing or reserved. Review of additional information on the PlanRVA website will help to avoid submitting numerous rejected requests for duplicates, sound-alkies, etc. Please feel free to contact PlanRVA with any questions you have about street names you have reserved or would like to reserve.

Street Naming and Cul-De-Sac's

Roads types that suggest they go through to some-where.

Road
Drive
Street
Avenue
Boulevard
Highway
Lane
Parkway
Turnpike
Ridge

Roads types that are non-traditional and recognized by the US Post office.

Annex
Bypass
Curve
Crescent
Crossing / Xing
Dam
Estates
First
Glen
Green
Hill / Hills
Isle
Landing
Mall
Motorway
Park
Rest
Skyview
Spur
Trailer
Valley
Well / Wells

Roads types that suggest a Cul-de-sac or dead-end.

Circle
Court
Loop
Mews
Place
Plaza
Row
Run
Square
Trail
Turn
Way

Street Name	New Street Name	Street Type	Cul-De-Sac Type
Proctors	*Original Road Name*	Road	Court, Way, Loop
Proctors Creek	Word added new name	Drive	Trail
Proctors Creek Park	Word added new name	Lane	

Street names can only be reused off the original street. Adding a new word makes a new unique name. The <u>Street Type is NOT</u> part of the street name.