

Street Name Clearinghouse Request Instructions

1. The requested name should be easily understood over the telephone. Foreign language words should be pronounceable by the “average” person.
2. The developer 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 with in the entire Richmond Region. Intended use of the name outside the city/county where the name is currently used or reserved for use is irrelevant. The principle here is to avoid regional duplications!
4. 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:

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

5. Directional prefixes (e.g., N. Deep Creek and S. Deep Creek Court) are not acceptable as unique names.
6. 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-- Cavalry Rd.
Proposed-- Cavalry Drive - unacceptable duplication
Alternative-- Cavalry Creek Dr. - ok, if not duplicated
Cavalry Horse Rd. - ok, if not duplicated
Cavalry Charge Blvd. - ok, if not duplicated

7. The review of the name for possible duplications will also check for similar sounding, but differently spelled names. Plurals are not allowed sounds alike.

Examples:

1. Proposed Name-- Pines Dr., sounds like
Existing Name-- Pine Dr.
2. Proposed Name-- Pear Dr., sounds like
Existing Name-- Pare Dr.
3. Proposed Name Patty Lane., sounds like
Existing Name-- Paddy Drive

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

8. The street name can't contain two extensions. (Emerald Terrace Court, Maple Row Drive)
9. Proper names **Cannot be reserved 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 must get approval from the Jurisdiction.
10. At the PlanRVA website (www.planrva.org) the Street Name Reference (a PDF) can be reviewed or saved to your computer as a guide to what name are existing or reserved. Review of the information on our website will help to avoid submitting numerous requests that are rejected for duplicates, sound-alkies, etc. Call 804-323-2033 for help.