



Policy for the Establishment of Street Names and Addresses in Stafford County, Virginia

Section 1 – Purpose and Authority

1.1 Purpose

This document provides support to Stafford County staff and the development community in establishing and maintaining addressing standards that are consistent and predictable in order to provide the citizens and businesses within Stafford County a well-organized system to ensure the appropriate delivery of goods, mail, and other services. In addition, these addressing procedures seek to guarantee a consistent addressing standard that provides first responders with a reliable way to respond to all emergencies utilizing the 911 dispatch system.

1.2 Authority

The authority for maintaining the street naming and address numbering system is given to the Director of Planning and Zoning in Section 28-143 of the County Code of the County of Stafford, Virginia (Code). The Department of Planning and Zoning, in coordination with the Stafford County GIS Office, reviews all requests for addressing assignments, address changes, street name changes, and address validation.

Section 2 – Street Naming Guidelines

Street names shall be unique and should be as geographically and historically accurate when representative of a specific area of Stafford County. When Stafford County staff reviews proposed street names, they should follow this guideline listed within this document. The Stafford County Board of Supervisors may also name a newly established street at any time by amending article IX, in accordance with section 15.2.-2204 of the Code of Virginia (1950), as amended.

2.1 Street Naming Requirements

2.1.1 Street names shall be assigned to all public and private vehicular accesses serving 3 or more principal buildings or 3 or more parcels.

2.1.2 Street names shall be assigned to any commercial building vehicular accesses if that particular commercial building cannot be clearly identified from any intersecting street.

2.1.3 Any continuous street extension shall continue that street name unless segmented by another intersecting street. Street names shall continue until arriving at a street with a larger traffic volume.

2.1.4 Street names shall be found in the Merriam-Webster Dictionary and meet USPS standards unless otherwise approved.

2.2 Street Naming Limitations

2.2.1 Street names shall not duplicate or phonetically resemble existing street names within Stafford County or any adjacent locality (this includes the counties of Prince William, Fauquier, Culpeper, Spotsylvania, Caroline, and King George, as well as the City of Fredericksburg).

2.2.2 Street names, including the suffix abbreviation and spaces, shall not exceed 24 characters.

2.2.3 Street names shall not contain any punctuation, nor shall street names be permissible where punctuation would be assumed (e.g. Bobs Court).

2.2.4 Street names shall not incorporate the articles "A," "An," or "The."

2.2.5 Street names shall not use abbreviations (e.g. "St" for "Saint").

2.2.6 Street names shall not use alternative spellings of common words in opposition to the general spelling practices of the American public (e.g. Towne vs Town, Olde vs Old, Centre vs Center).

2.2.7 Cardinal and ordinal directions (north, northeast, etc.) nor directional terms (left, right, etc.) shall not be permitted as part of the street name.

2.2.8 Street names shall not incorporate any word that that can be used as a street suffix (e.g. Forest Lane Road).

2.2.9 Street names shall not be acronyms (e.g. PGA Drive).

2.2.10 Streets shall not be named after a business it intends to serve (e.g. McDonalds Drive).

2.2.11 Single word proper names may be used as street names (e.g. Smith), but multiple word proper names may be only used as street names with prior approval from the Board of Supervisors (e.g. John Smith).

2.2.12 Names of figures associated with the Confederate States of America shall not be used as street names. (e.g. Jefferson Davis, Robert E Lee).

2.2.13 The Director of Planning and Zoning has the authority to veto any street name request that is deemed inappropriate or offensive.

2.2.14 Access streets within parking lots shall not be named.

2.3 Street Name Suffix Standards

2.3.1 Street names shall have a suffix that accurately reflects the description of the street. Only these listed suffixes shall be approved for use on new streets and must meet the criteria of the associated attributes:

Alley (USPS Abbreviation: ALY)

Attributes: Private access street, only to be used if necessary for 911 dispatch

Avenue (USPS Abbreviation: AVE)

Attributes: Collector street or local street, multiple street segments, has curb and gutter

Boulevard (USPS Abbreviation: BLVD)

Attributes: Arterial street or Collector street, multiple street segments, has a median

Circle (USPS Abbreviation: CIR)

Attributes: Local street, connects twice to same intersecting street

Court (USPS Abbreviation: CT)

Attributes: Local street, single street segment, dead end

Drive (USPS Abbreviation: DR)

Attributes: Local street, multiple street segments

Lane (USPS Abbreviation: LN)

Attributes: Local street, single street segment (or multiple street segments in A1 and A2 zones)

Loop (USPS Abbreviation: LOOP)

Attributes: Collector street, connects twice to same intersecting street

Parkway (USPS Abbreviation: PKWY)

Attributes: Arterial street, limited access (does not have driveway entrances)

Place (USPS Abbreviation: PL)

Attributes: Local street, single street segment, dead end

Road (USPS Abbreviation: RD)

Attributes: Arterial street or collector street, multiple street segments, does not have curb and gutter

Street (USPS Abbreviation: ST)

Attributes: Collector street or local street, multiple street segments, has curb and gutter

Terrace (USPS Abbreviation: TER)

Attributes: Local street, only connects to other local streets, dead end

2.3.2 These listed suffixes shall only be approved for use for new addresses on existing streets:

Bluff (USPS Abbreviation: BLF)

Cove (USPS Abbreviation: CV)

Center (USPS Abbreviation: CTR)

Grant (Stafford Abbreviation: GRNT; not recognized by USPS)

Highway (USPS Abbreviation: HWY)

Landing (USPS Abbreviation: LNDG)

Overlook (Stafford Abbreviation: OLK; not recognized by USPS)

Park (USPS Abbreviation: PARK)

Path (USPS Abbreviation: PATH)

Plaza (USPS Abbreviation: PLZ)

Ridge (USPS Abbreviation: RDG)

Run (USPS Abbreviation: RUN)

Trail (USPS Abbreviation: TRL)

Walk (USPS Abbreviation: WALK)

Way (USPS Abbreviation: WAY)

Section 3 – Street Address Numbering Guidelines

The street numbering guidelines allow the predictability of addresses. They ensure that the number associated with the building or parcel is assigned in a nature that would allow someone to locate it in a likely manner.

3.1 Address Number Requirements

3.1.1 Address numbers shall be assigned to all principal buildings and facilities within Stafford County.

3.1.2 Address numbers shall be assigned based on the location of the driveway or point of access.

3.1.3 Odd numbers shall be assigned on the left side of a street and even numbers to the right side of a street. Exceptions to this are allowed if needed to provide consistency along an existing street or within a defined community that uses an alternative addressing scheme. Left and right shall be determined from the perspective of a traveler moving in a forward motion from the lower end of the address range.

3.1.4 Numerical street segments (blocks) or building grouping is encouraged within new developments. Such block numbering should attempt to build off of existing addressing schemes where possible.

3.1.5 On existing streets outside of new developments, numbers shall be assigned based on their geographical location in relation to existing addresses (e.g. a new address exactly between 100 and 140

should be 120).

3.1.6 On new rural streets, numbers shall be assigned at twenty-foot intervals along the centerline of the street on which the property has direct vehicular access unless otherwise approved.

3.1.7 Addresses on corner lots or lots which front on more than one street shall be assigned on the street the driveway originates. If the driveway accesses both streets, the address shall be assigned to the street on which a building fronts.

3.1.8 Buildings with separate entrances leading to separate clusters of apartments or suites shall be given separate addresses for each entrance.

3.2 Address Number Limitations

3.2.1 Unoccupied accessory structures such as sheds, shelters, gates, utility poles, vacant lots, etc. should not be assigned an address.

3.2.2 Intersecting blocks with the similar address ranges should be avoided where possible.

3.3 Address Number Sequencing

3.3.1 For townhomes, number assignment should be sequential along a row of townhomes with a minimum increase of 10 when assigning numbers to the next row within the same block (e.g. First Row: 101, 103, 105, 107, 109, 111; Second Row: 121, 123...).

3.3.2 For single family homes outside of A1, A2, and R1 Zones, number assignment should increase by at least 4 when assigning numbers within the same block (e.g. 101, 105, 109, 113...).

3.3.3 For single family homes within A1, A2, and R1 Zones where the average non-common area lot size is less than 5 acres: Number assignment should increase by at least 6 when assigning numbers within the same block (e.g. 101, 107, 113, 119...).

3.3.4 For single family homes within A1, A2, and R1 Zones where the average non-common area lot size is greater than 5 acres, number assignment should increase by at least 10 when assigning numbers within the same block and should use numbers divisible by 5 where practical (e.g. 105, 115, 125, 135...).

3.4 Apartment and Suite Addressing Requirements

3.4.1 In cases where a building has a shared entrance for multiple businesses or dwelling units, each separate apartment or suite shall be designated by an approved suite number.

3.4.2 Suite numbers should be sequential and intuitive in layout and assignment. The use of odd and even assignments should be considered in hallways as they are for streets.

3.4.3 The first numeric shall be indicative of the floor on which the business or dwelling unit is located (e.g. Suite 201 is on the second floor).

3.4.4 The exclusive use of odd numbers in order to preserve room for future adjustments of commercial

suites should be considered when possible.

3.5 Apartment and Suite Addressing Limitations

3.5.1 Suite numbers shall not duplicate the address number assigned to the building.

3.5.2 Alphabetical letters and/or half numbers shall not be used as suite numbers.

Section 4 – Process for Address Review

The Stafford County GIS Office performs the technical geospatial roles associated with addressing review, including the final assignment of addresses and approval of street names.

4.1 Address Reviews for Family, Minor, and Final Subdivision Plats

The Stafford GIS Office shall conduct address reviews for final subdivision plats in order to address newly created lots. This includes creating address features in GIS spatial databases and adding newly assigned addresses to the Department of Planning and Zoning's record systems when the review is approved.

4.2 Address Reviews for Preliminary Plans and Construction Plans

The Stafford GIS Office shall conduct address reviews for construction plans and preliminary plans in order to ensure street names are available and to add these street names in all Stafford County systems. This includes creating a master street record in the Department of Planning and Zoning's record systems, creating street features in GIS spatial databases, and updating the record in both when accepted by VDOT.

4.3 Address Reviews for Major Site Plans

The Stafford GIS Office shall conduct address reviews for major site plans in order to assign addresses for building locations. This includes creating address point features in GIS spatial databases and adding newly assigned addresses to the Department of Planning and Zoning's record systems when the review is approved.

4.4 Address Reviews for BLAs, Consolidations, and Vacations

The Stafford GIS Office shall conduct address reviews for BLAs, Consolidations, and Vacations in order to determine whether addresses need to be assigned or deleted. This includes adding or expiring addresses in the Department of Planning and Zoning's record systems, and creating or deleting appropriate features in GIS spatial databases.

4.5 Address Reviews for Building Permits

The Stafford GIS Office shall conduct address reviews for building permits. GIS accepts building permit tasks, then assigns an appropriate address and adds the address to the Department of Planning and Zoning's record systems and GIS spatial databases.

Section 5 – Non-Standard Conditions

5.1 Locations with Rear Access Only

Addresses for buildings or apartments and suites with rear access only are determined during site plan review. These locations should be addressed based off the front door with pedestrian access. This may require the full address (including street name) to be posted on both the front and rear of the building to avoid confusion for first responders and delivery personnel.

5.2 Temporary Addresses

Temporary addresses are allowed for construction site mobile trailers or temporary offices in new developments, vacant parcels where utility services are to be installed, or other vacant parcels upon request. All temporary addresses should be assigned based on the existing address range and shall be followed by the letter "X" (e.g. a construction trailer between existing addresses 101 and 105 should be 103X). Once the temporary address is no longer needed or has been superseded by a permanent address, the temporary address shall expire.

5.3 Telecommunication and Water Towers

Telecommunication and water towers shall be assigned a street address as a principal building.

5.4 Parking Structures

Parking structures that are stand-alone and do not support a specific building or development shall have their own address in accordance with the addressing guidelines. Parking structures that are connected to or built to support the principle structure of a property will utilize the same address as the principle structure.

Section 6 – Street Name or Address Changes

6.1 Street Name Changes

6.1.1 The Stafford County Board of Supervisors may rename an existing street at any time by amending article IX, in accordance with section 15.2.-2204 of the Code of Virginia (1950), as amended.

6.1.2 Property owners can initiate street name change requests by contacting the Stafford County Department of Planning and Zoning. The request must include a proposed street name that has been verified against the addressing guidelines, a petition containing the names and signatures of the owners representing 51% of the properties addressed to the street who are in concurrence with the street name change, and a statement that the requestors understand that they are responsible for purchasing and installing new street signs. Once submitted with the appropriate application filled out and fee paid, a street name may be changed with the approval of the Stafford County Board of Supervisors with input and recommendation from the Director of Planning and Zoning.

6.2 Address Changes

6.2.1 A change of address request can be submitted to Department of Planning and Zoning staff by an owner or tenant. Planning and Zoning staff will determine if an address change would adjust confusing situations or correct mistakes, particularly in situations where public safety is a concern. Once submitted, an address may be changed with the approval of the Director of Planning and Zoning. Appeal of this

decision may be made to the Stafford County Administrator. The owner is responsible for notifying other agencies and companies with whom they have business when an address is changed.

6.2.2 Staff from the Department of Planning and Zoning, the GIS Office, or the Fire Marshal's Office may initiate a review to determine if an address change would adjust confusing situations or correct mistakes, particularly in situations where public safety is a concern. If warranted, an address may be changed with the approval of the Director of Planning and Zoning. The owner is responsible for notifying other agencies and companies with whom they have business when an address is changed.

Section 7 – Address Establishment and Notification

7.1 Owner/Developer Responsibilities

Per Section 28-145 of the Code, the official number for each principal building, or for each front entrance to each principle building, must be posted in a manner that is visible and distinguishable from the street on which the property is located. If a building does not front on a street or is not visible from the street, then the number shall be posted at a walk, driveway, or another suitable location so that it is easily discernible from the street. The number shall be posted in a manner which clearly associates the number with the building to which it has been assigned. The cost of such posting shall be the responsibility of the property owner. Per the Virginia Uniform Statewide Building Code and Fire Prevention Code, all street numbers must be readable from the public right-of-way.

7.2 Agencies Notified

The following agencies or offices shall be notified of the establishment of an address by correspondence or through the update of open or accessible databases: Building Plan Review (Department of Public Works and Utilities), the Emergency Communications Center (9-1-1), the United States Post Office, Fire and Rescue (including the Fire Marshal's Office), the Sheriff's Office, and the Commissioner of the Revenue.

Section 8 – Grandfather Clause

All previously established developments have the right to maintain their existing addresses as long as it does not pose a risk to the health, safety, and welfare of its occupants or other citizens. Any exception to these guidelines will only be granted for life safety reasons and must be approved by the Director of Planning and Zoning.