

Addressing and Street Naming Frequently Asked Questions (FAQ) and Guidelines



Re-Addressing Questions:

Why are addresses important?

The addresses that the County assigns are used in the Emergency-911 Dispatch System. Your street address is the primary means that Police, Fire, Paramedics, Sheriff and delivery services use to identify and locate your residence or business.

Why is my address changing?

Your old address was out of sequence, was not assigned to the correct street or was on a road or lane which requires a name.

Your new address will make it easier for fire, emergency medical services, and law enforcement personnel to find your home quickly.

Why is the name of the street I live on changing?

In some cases where duplicate or non-contiguous road names exist, one of the road names must change to avoid the potential for confusion in an emergency. Usually, the choice of which road name to change is made to minimize the number of residents affected.

What should I do once I receive my new address?

1) Post your new address. See the section in this FAQ titled "Address Number Display

Guidelines" for information about how to post your address.

2) If your new address will also be your mailing address then you need to notify those who use your mailing address.

These may include:

- Telephone/Electric/Mobile Phone/Other Utilities
- DMV/Car Registration
- Utilities
- Financial Institutions
- Insurance companies
- IRS
- Mortgage Company

How will getting a new premise address affect my mail?

If you are using your current premise (house) address as your mailing address then your new premise address will also become your new mailing address.

We will notify your local post office that your mailing address has changed. The postal delivery system will cross reference your old address to your new address.

You can begin using your new address immediately after you receive your official notification from the County. Mail sent to your old address will be delivered to you for up to **one year** from the date when the new address was assigned. This will give you some time to change your checks,

notify creditors, update your driver's license, etc.

If the new premise address will also be your new mailing address then County records will also be automatically updated with your new mailing address.

It is important to note that your mailing address may be different than the property address if you own more than one property or use a post office box.

Will my mail box need to be moved onto the new street that I'm being addressed off of or will it stay where it is?

The mail boxes will stay where they are now. Mail delivery routes and the location of mail boxes are determined by the US Postal Service. If you want to change the location of your mailbox, you must contact your local Postmaster.

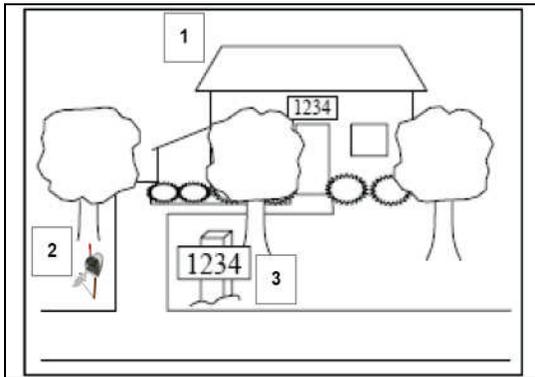
Who should I contact for questions regarding my new address?

Contact the GIS Coordinator at (804)722-8635, gis@princegeorgeva.org

Address Number Display Guidelines:

- Address numbers should be posted legibly and should be large enough to be seen easily from the street or private access road. Each number display should be four inches tall and reflective on a contrasting background.

- If your house is located more the fifty (50) feet off of the road then the address should be displayed both on the house and at the end of driveway.
- Numbers should be posted in an area not subject to obstruction by vegetation.
- If more than one structure is addressed on the same driveway, each address should be posted (with a directional arrow if needed) on the driveway.
- If you are displaying your address on your mailbox, ensure that the number is visible to vehicles coming from either direction.



1. Post the address on your house.
2. Post the address on your mailbox (visible from both sides).

If your mailbox is not located at the end of your driveway, then post the address at the end your driveway.

General Addressing Questions:

What is the process for getting an address assigned?

For Existing Structures:

If you believe that your address assignment is in error, contact the GIS Office at 804-722-8635 or gis@princegeorgeva.org. The address will be reviewed and changed if needed.

For New Construction:

Addresses are assigned as part of the Building Permit process which is outlined below:

1. The applicant shall submit proposed street names to the Planning Department (if applicable).
2. The applicant shall submit a plat with the approved street names listed to the Planning Department (if applicable).
3. The Planning Department shall review and approve the plat.
4. The applicant shall record the final approved plat showing approved road names if applicable;
5. At the time of application for a well/septic or building permit. The applicant shall submit a scaled drawing of the property where he/she wishes to build.

- a. The site plan shall be drawn to scale.
 - b. The plan shall show the complete outline of each proposed building at the location it is proposed to be built. The plan shall also show the actual size of the building to be erected.
 - c. The plan shall also show all existing structures located on the property and their exact dimensions.
 - d. The plan shall show all property lines. The plans shall also show the actual dimensions of the lot to be built upon.
 - e. The plan shall show all required property set back lines.
 - f. The plan shall show the exact location of all easements on the property.
 - g. The plan shall show all parking and driveways that access the property.
 - h. The plan shall show all other structures on adjacent lots within ten feet of the appropriate property line.
6. The Geographic Information Systems (GIS) Office shall assign the official address to each structure.

For more information refer to the Prince George County Addressing Ordinance,

which is available online at:

<http://www.princegeorgeva.org/index.aspx?page=455>

How are Addresses assigned?

Addresses are assigned based on an Address Grid which goes from 0 to 25000 (west to east) and from 0 to 25000 (north to south).

Address ranges are calculated for each street. An individual address is determined by where a structure accesses that street (where a driveway connects to the street).

Street Naming Guidelines:

What qualifies a street for naming?

Any driveway/road/street whether public or private with 3 or more residential or business structures or lots with legal access requires a street name.

What are the guidelines for Street Names that can be used?

- Proposed new street names shall not duplicate an existing or proposed street name in the County or cities, towns or counties adjoining the County is allowed.

Street names shall ***not***:

- Exceed twenty characters in length, excluding street-type designation;
- Contain hyphens, apostrophes or other non-letter characters;

- Exceed two words in length, excluding street-type designation;
- Contain directional prefixes or suffixes.
- Duplicate more than one word in an existing street name, excluding street-type designation.
- Duplicate individual words within the same street name.
- Use compass points, such as north and south, in the street names, except when the street is to be named for the project in which it is located

- Only public and private rights of way accessing three or more properties or addressable structures shall be named.
- Any single-owner private access easement previously named may have such name removed upon the request of the owner.
- Requests for naming, or removing names from, single-owner private access easements shall be submitted in writing to the GIS Office

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