



City of Fredericksburg Addressing Policy

Introduction and Purpose:

A central component of the City of Fredericksburg Geographic Information System (GIS) is a comprehensive addressing system. Addresses are used by a number of different departments, they provide a convenient reference tool, and they are important for providing City services. Consistent address data is vital to the operation of public safety and emergency services. It is critical that parcels and buildings are addressed methodically and following standards that ensure timely and accurate delivery of City services.

This City addressing policy is based on accepted best practices designed by the National Emergency Number Association.

Every property in the City, regardless of use, must have a City-assigned address.

Definitions:

The definitions in the City's Unified Development Ordinance ([City Code § 72-84 – Definitions](#)) apply to this policy.

Additionally, the term *Address Committee* means a committee consisting of the City Building Code Official, Commissioner of the Revenue, Development Administrator, Fire Marshal, GIS Analyst, and Police Department Communications Manager (or their designees).

Street Naming:

1. Site development and preliminary subdivision applications must include a "Street Name and Address Request Form" for all streets on which three or more structures have a front façade¹.
2. The Address Committee will review proposed street names to ensure that they conform to the following guidelines.
 - a. A street name may contain up to 30 characters (including spaces).

¹ Applicants may also submit this form before their application to expedite approval.

- b. A street name may contain up to three words (not including the street type designations like Street, Avenue, Boulevard).
 - c. Street names must use the most common spelling of words (according to Webster's Third New International Dictionary).
 - d. Street type designations "Avenue" and "Boulevard" are reserved for streets with 4 or more lanes. "Circle" and "Court" are reserved for cul-de-sacs and streets that both begin and end at the same intersecting street.
 - e. A street name cannot be the same as or substantially similar to another street name in Fredericksburg, Spotsylvania County, or Stafford County. This includes words that sound the same (e.g. Right Street/Wright Street), words that sound similar (e.g. Peach Street/Beach Street), and street names that have the same beginning as another street (e.g. Oak Grove Ave./Oak Tree Ave.).
 - f. Street names cannot contain cardinal (e.g. North) or intermediate (e.g. Northeast) directions, or street type designations (e.g. Penny *Lane* Road).
 - g. Street names cannot contain abbreviations, punctuations, or numbers (numeral or spelled-out).
 - h. A continuous street must have the same name for its entire length. Exceptions to this requirement may be made at major intersections such as signalized intersections of major highways where a cross-street could change names, or where opposing entrances to different subdivisions could cause confusion if both entrances had the same name.
 - i. The Address Committee has the discretion to decide whether non-continuous streets may have the same name.
 - j. Properties accessed by service drive streets must be addressed to the street served by the service drive street.
 - k. Unnamed streets may have up to 3 addressable structures before a street name is required. An example of this is 3 houses with a shared driveway.
 - l. Private streets may, at the owner's request, be named and addressed by the City. Those streets are subject to the same standards as public streets. All private street name signs shall be provided and maintained at the owner's expense.
 - m. The Address Committee has the final authority to approve or deny all street name requests.
3. The Address Committee will respond to the applicant within 30 working days of receiving the form. The response will note which names and addresses have been approved and which have

been denied, describe any other decisions made, and provide an explanation for denials and other decisions.

4. All final site development plans and final subdivision plats submitted to the City shall contain approved street names.
5. Once the final site development plan or final subdivision plat is approved, any existing addresses will be reassigned using the new street name and according to the 'Property Numbering' section of this policy.
6. Assignment of a street name does not affect the physical improvement standards of that street—the designation as a "named street" is only for 911 and postal purposes.

Posting of Street Names:

Statewide Fire Prevention Code, § 505 – Premises Identification, 505.2 – Street or Road Signs provides that 1) streets shall be identified with approved signs, and 2) temporary signs shall be installed at each street intersection when construction of a new street allows passage by vehicles. Temporary signs shall be of an approved size, be weather resistant, and be maintained until replaced by permanent signs.

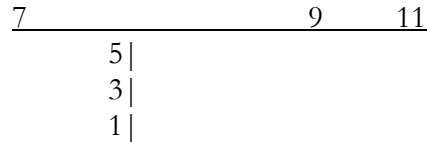
The site development or subdivision applicant is responsible for having the signs fabricated and installed. Street name signs must be installed according to applicable City Public Works standards, and all must be inspected and approved by Public Works.

Property Numbering:

1. Property owners who wish to have a street name and number assigned to a new structure must review this policy to ensure that the structure qualifies for numbering, then contact the [Address Committee](#) to request a number assignment. The Address Committee will send written notification to the requestor when addresses have been assigned.
2. During the subdivision process, lots will be assigned preliminary numbers for planning purposes. Those numbers will become official when the final subdivision plat is approved. Lots with two street frontages (e.g. corner lots) will be assigned a number for each street; the number that becomes official will be the number that conforms to the address number guidelines listed below.
3. Address numbers shall conform to the following guidelines:
 - a. Even numbers will be assigned on the south and east sides of streets. Odd numbers will be assigned on the north and west sides of streets. For cul-de-sacs, this will continue around the cul-de-sac to the midpoint.
 - b. Numbers increase from the starting point of the street to its end.
 - c. Address numbers will be 3 or 4 digits long.

- d. When a street ends in a double cul-de-sac or T-shaped double dead end, numbering will increase from the shorter of the two cul-de-sacs/dead ends to the longest.

Example:



- e. Numbers will be assigned according to the alignment of the building front (e.g. a building on the corner of Caroline and Wolfe Street, fronting on Caroline Street, will have a Caroline Street address), unless the primary access to the building is from another street, in which case numbers will be assigned according to the street providing access.
- f. "Hundred" block digits will change at street intersections (e.g. 100-block Caroline Street, 200-block...). Minor deviations may be allowed to make block number changes at intersections or to conform with addresses already existing in the area.
- g. Single structures with multiple occupants will have one number for the main entrance (e.g. 101 Caroline Street) and an additional number with a prefix of "Apartment" or "Suite" for each additional occupant (e.g. 101 Caroline Street, Suite 100). Apartment and suite designations will correspond to the floor the unit occupies (e.g. the second floor of 101 Caroline Street would be 101 Caroline Street, Suite 200).
- h. Alphabetical and numerical hyphenations are not permitted (e.g. 101-1 Caroline Street).
- i. Fractions are not permitted (e.g. 101½ Caroline Street).

Posting of Property Numbers:

Numbers should be easily identifiable from the street to facilitate emergency services, postal and other deliveries, and others who wish to locate the address. At a minimum, all property numbers must meet the following standards set out in the Virginia Statewide Fire Prevention Code.

Statewide Fire Prevention Code § 505 – Premises Identification, § 505.1 – Address Numbers provides:

1. All new and existing structures shall comply with the following:
 - a. Display approved address numbers, building numbers or approved identification in a position that is plainly legible and visible from the street fronting the property.
 - b. These numbers shall contrast with their background.
 - c. Address numbers shall be Arabic numerals or alphabet letters.

- d. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7mm).
2. Placement of numbering:
 - a. Structure numbers must be displayed at or as near as possible to the main entrance of the structure.
 - b. If the structure is more than 50 feet from the street, the number must also be posted at a visible spot along the street at the main driveway entrance. If the mailbox is adjacent to the driveway, having the number posted on the mailbox will suffice.
 - c. Structure numbers shall be placed on the appropriate mailbox in accordance with postal regulations if the mailbox is not attached to the structure. (Contact your local post office or mail carrier for the exact regulations governing mail delivery.)

Readdressing²:

Street address numbers may only be changed when:

1. a street name changes;
2. a new use or structure requires an address that cannot be accommodated by the existing address sequencing or range; or
3. doing so is necessary to facilitate emergency responses.

Street names may only be changed when:

1. a new use or structure requires an address that cannot be accommodated by the existing address sequencing or range;
2. doing so is necessary to facilitate emergency responses; or
3. doing so is in the public interest.

Readdressing may be requested by a private applicant or initiated by the Address Committee.

Private readdressing requests:

Private applicants must submit a readdressing request to the Address Committee, containing:

1. A list of the properties whose address would be changed;
2. A description of why the addresses should be changed (citing at least one of the reasons listed above);

² For the purposes of this 'Readdressing' section, each street name, building number, and apartment/suite number constitutes a separate address.

3. A list of proposed street names (if any street names are proposed to be changed);
4. Signatures from at least 75% of the landowners of those properties, indicating that they agree to the readdressing; and
5. For any landowners affected that did not sign indicating agreement to the readdressing, proof that notice of the proposed readdressing was sent to them by first-class mail at least 30 days before the request was submitted to the Address Committee.

The Address Committee shall decide upon readdressing proposals that do not involve renaming a street. The City Manager shall decide upon all other readdressing proposals.

Following a decision by the Address Committee or the City Manager, the Address Committee shall notify all affected landowners of the decision by first-class mail, and notify the U.S. Postal Service, Verizon (Master Street Address Guides), General Voter Registrar, Fredericksburg Circuit Court Clerk³, and applicable emergency services providers by appropriate means. Notice must include the new addresses and the date on which the readdressing will become effective.

The applicant is responsible for having the signs fabricated and installed. Street name signs must be installed according to applicable City Public Works standards and must be inspected and approved by Public Works.

City-initiated readdressing:

If the Address Committee initiates a readdressing of only street numbers:

1. If the readdressing will affect no more than 4 addresses, it shall send notice by first-class mail to all landowners whose street number will be changed, stating: the new number, the reason for the readdressing, and the date on which the readdressing will become effective. The effective date must be at least 30 days after the date the notice is sent.
2. If the readdressing will affect 5 or more addresses, it shall request that the City Manager approve the readdressing and send notice to all affected landowners as described above.

If the Address Committee initiates a readdressing including changes to a street name:


1. It shall send notice by first-class mail to all landowners whose street name would be changed, stating the reason for the proposed readdressing and inviting the landowners to submit proposals for the new street name. The deadline for proposals must be at least 30 days after the date the notice is sent. The notice must also contain a copy of this policy.
2. The Address Committee shall submit a recommendation on the new street name (and numbers, if applicable), to the City Manager, taking into consideration any submitted street names.

³ See Code of Virginia § [15.2-2019](#) regarding the Circuit Court Clerk.

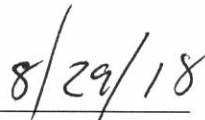
3. City Manager will approve or disapprove the readdressing.
4. The Address Committee shall send notice to the landowners stating the new street name and numbers and the date on which the readdressing will become effective. The effective date must be at least 30 days after the date the notice is sent.
5. The Address Committee shall notify the Public Works Director of the need for the City to fabricate and install new street signs.

After a City-initiated readdressing, the Address Committee shall notify the U.S. Postal Service, Verizon (Master Street Address Guides), Fredericksburg General Voter Registrar, Fredericksburg Circuit Court Clerk, and applicable emergency services providers of the readdressing by appropriate means. Notice must include the new addresses and the date on which the readdressing will become effective.

Approved:



Timothy J. Baroody, City Manager



Date