



COUNTY OF HENRICO  
VIRGINIA

Property Addressing

## INTER-OFFICE MEMORANDUM

**TO:** File – Dominion Boulevard  
Apartments – Ph 1  
(Original)  
POD2020-00117

**SUBJECT:** Comments

**FROM:** Kristin Smith

**DATE:** May 5, 2020

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1. The streets need to be named and labeled on the plat.
  2. Street names must be approved by the RRPDC. Send a copy of RRPDC's approval letter to Kristin Smith ([smi120@henrico.us](mailto:smi120@henrico.us)) in the Planning Department
  3. Below, are the guidelines to follow when generating a new street name:
    - The “root” street name can only be used three times with different street type designations (Dr, Rd, Ct, Ln, etc.)
    - Street names spelled in a strange manner will not be approved. This includes slang words.
    - Street names that sound similar to an existing street name will not be approved.
    - A specific person's name can be used as a street name but approval from the individual or individual's family, if the person is deceased, is required.
    - Street names containing directional indicators (North, South, East, and West) will not be approved.
    - Street names containing apostrophes will not approved.
    - Street names cannot exceed 18 characters (including spaces). The street type suffix is not counted. For example: Old Springfield Farm Rd is 20 characters long and had to be reduced in size on the street sign created by the Department of Public Works.