



COUNTY OF HENRICO
VIRGINIA

Property Addressing

INTER-OFFICE MEMORANDUM

TO: File – Innsbrook Dominion
Residences - Reconsideration
(Original Plan)
POD2021-00165

SUBJECT: Comments

FROM: Kristin Smith

DATE: April 26, 2021

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1. Cluster Box Units will likely be required for this development based on recent guidance from the USPS. Please refer to the attached USPS memo and contact the local USPS branch to discuss further.
 2. Please have the developer contact Kristin Smith at smi120@henrico.us or (804) 501-4284 to discuss addressing of homes facing common areas and served by private alleys. We typically address these units from the street which they front. If the front door faces a common area or an alley, please ensure we can address them from a street name. In some circumstances, we allow street names to be applied to an alley or common area and use “mews” or “walk” as the suffix. Decisions must be made on whether to name the alleys or common areas, and how those homes will be addressed.
 - a. Buildings 2 & 3
 3. Streets need to be labeled on plans.
 4. The new street names must be approved by the Richmond Regional Planning District Commission (RRPDC).
 5. Send a copy of RRPDC’s approval letter to Kristin Smith (smi120@henrico.us) in the Planning Department.
 6. After RRPDC approval is granted, show all proposed street names on plat and ensure they are spelled correctly and located appropriately.
 7. Please use the following guidelines when generating new street names:
 - 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.



February 9, 2015

TO: SURROUNDING PLANNING AND ZONING CITY/COUNTY OFFICES

SUBJECT: New Residential Developments

Each year, new delivery addresses are added to our city, rural and contract, routes which has a major impact to our delivery costs. To control costs, we need to ensure new residential deliveries are being made via centralized delivery. "The Postal Service no longer offers door delivery as a new delivery option in residential areas". We must adhere to the guidelines that govern establishment of new delivery. If your office is approached by a developer, inquiring about the type of mail delivery service, please refer them to their local Post Office for guidance. *Planning and Zoning cannot give approval for type of delivery service.*


Mail service is an integral part of any community and must be given proper consideration during the planning stages. The Postal Service cannot honor agreements that have been made between Planning and Zoning and the developer. Residential developers need to identify where delivery points will be located so the locations can be included in their landscaping plans. When these decisions are made early, such information can be made available to the sales people who can inform prospective home buyers. It is almost impossible to begin the process too early to establish centralized delivery.

We ask your assistance. Please add this information to your packets to any developers, builders, or owners of new residential and business developments.

Any questions and inquiries should be directed to the local Post Office.



Jeffrey A. Becker



cc: Manager, Operations Programs Support
Manager, Address Management Systems
Growth Management Coordinator



February 4, 2015


In April of 2012, the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service network. While curbside and sidewalk delivery remain viable and approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

This outlines the commitments made by the USPS towards builders/developers of the delivery. The USPS and its representatives will meet with and discuss establishment of delivery with the builders' representative or construction site manager as currently described in the POM.

At a minimum, the USPS will work with builders and developers to determine what the best mode of delivery is for the area prior to establishing or extending delivery service. This will include review of the site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and to customer travel. The USPS recognizes the interest builders have in controlling site plans and just as with other public services, the USPS recognizes the interest builders have in controlling requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as approved site location(s) are agreed upon and the required delivery equipment has been installed.

If you have any questions, please contact Jacob Licone, Growth Management Coordinator, at 804-775-6319, Jeannette Waldron, Product Information Quality Analyst, 804-775-6183 or Alesha Brown, Address Management Systems at 757-629-2171.



Richard L. Green, Jr.
Manager, Operations Programs Support(A)