



COUNTY OF HENRICO  
VIRGINIA

Property Addressing

## INTER-OFFICE MEMORANDUM

**TO:** File – Landmark Section 2  
(Final)  
SUB2021-00098  
(Original)  
POD2021-00290

**SUBJECT:** Comments

**FROM:** Kristin Smith

**DATE:** July 16, 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. The proposed street names are:

| Street Name    | County Approval? | PlanRVA Approval? |
|----------------|------------------|-------------------|
| Turtle Parkway | Yes              | Yes               |
| Palm Court     | Yes              | Yes               |



February 9, 2015

TO: SURROUNDING PLANNING AND ZONING CITY/COUNTY OFFICES

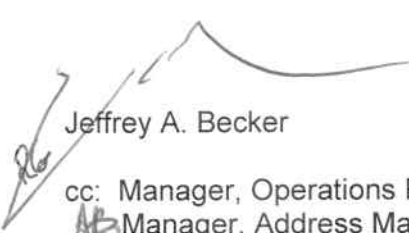
SUBJECT: New Residential Developments

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 curblane 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)