

J	HOW TO GET A STREET ADDRESS FOR A PROPERTY OR STRUCTURE
This section explains how and when County properties and structures are assigned a street address as well as the process for naming new roads.	
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Background

County properties containing habitable structures are assigned street addresses in order to ensure efficient delivery of emergency services (fire, rescue, law enforcement). Regulations for assigning street addresses and road names are found in [Code of Clarke County Chapter 56 \(County Road Naming, Property Numbering, and Road Sign System\)](#) and in the County's [Road Naming and Structure Numbering Manual](#). Addressing and road name assignments for County properties are made by County GIS staff. County GIS staff also assigns addresses for properties in the Town of Boyce. The Town of Berryville is responsible for addressing and road name assignments within their corporate limits.

County addresses are assigned using a distance-based uniform numbering system that allows for properties to be located effectively. Addresses are assigned to roads at intervals of 5.28 feet which allows for 1000 addresses to be assigned per mile of road frontage. Odd numbers are assigned to the left side of the road and even numbers are assigned to the right side of the road. For example, the driveway entrance for a property addressed as 1000 Oak Road would be located on the right side of the road one mile from the road's start point. A road's start point is based on its most likely entry point for emergency service vehicles – usually its intersection with a higher-traffic road. Addresses on primary highways begin at the highway's east end (Routes 7 and 50/17) or north end (Routes 340 and 522).

There are some exceptions to the County's uniform numbering system. The Towns of Berryville and Boyce maintain their own address numbering systems, and County properties designated for future annexation by the Town of Berryville are addressed using the Town's system. Addresses on Blue Ridge Mountain Road and Raven Rocks Road (Route 601) use Loudoun County's addressing system because the county line fluctuates along those roads between Clarke and Loudoun, the two counties use incompatible numbering schemes, and Loudoun's addressing method was in place prior to Clarke's system.

Rules for Address Assignment

- Addresses are assigned to properties when the location of a driveway to an addressable structure (such as a house or business building) is finalized. This can happen in conjunction with a building permit to construct an addressable structure, after final approval of a subdivision plat that shows the driveway location, and in conjunction with approval of a site development plan (typically for business uses). Approval of a driveway by the Virginia Department of Transportation (VDOT) is required on state-maintained roads prior to issuance of an address.
- Addresses are not assigned to vacant lots. Exceptions include lots that were subdivided and have the driveway location to a future addressable structure shown on the recorded subdivision plat, and lots containing an approved site development plan. County GIS staff may also assign an address to a vacant agricultural lot to facilitate electric service establishment, such as for an agricultural well.
- Addressable structures typically include houses and business buildings but can include any structure which may be regularly or frequently occupied by people.
- All address numbers are assigned by County GIS staff using the County's uniform numbering system. Any other address numbers used for a property or structure will be disregarded.
- By requesting an address, the property owner attests that they have the legal right to access their lot at the location to be addressed. Address assignment by the County is not a legal or official determination of the property owner's right of access at that location.
- A fee of \$130 is charged for the assignment of a new address. This fee covers the cost of the County to generate the new address, to include it in the County GIS, and to notify other agencies including the U.S. Postal Service of the new address and its location.
- Property owners are required to display their address numbers in a manner that is easily readable to ensure effective delivery of emergency services. Standards for address number display are found in the [Road Naming and Structure Numbering Manual](#) and address plates can be obtained from County GIS staff.
- If a driveway is moved after an address is assigned, the County may assign a new address to that property to ensure that emergency services may accurately locate the structure.

Street Naming

County GIS staff is also responsible for assigning names to new public streets and private roads in the County. Private roads including shared driveways are assigned a street name when they serve three or more addressable structures. If deemed necessary by the County's Director of Planning for public safety purposes, a shared driveway serving less than three addressable structures may be assigned a street name. In the event that a shared driveway or private road is assigned a street name, all properties using that driveway or private road will be re-addressed using the new name and all previous addresses will be disregarded. Developers of new streets

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created in conjunction with a subdivision or other development are charged a fee to establish a new street name and install signage.

New street names are assigned by the County Director of Planning and must conform to the requirements in the [Road Naming and Structure Numbering Manual](#). Property owners served by the road in question may propose a name by submitting it in writing to the Director of Planning with the following information:

- Description of the road's location
- List of all landowners served by the road and a certification that all such landowners have been notified of the proposed name.
- Signatures of landowners of more than 50 percent of the lots served by the road concurring with the proposed name.

If the request complies with these requirements and meets the street naming requirements found in the [Road Naming and Structure Numbering Manual](#), the street name will be approved.

Road name signs are installed and maintained by the County. Signs installed in conjunction with a subdivision approved with a new public or private road are charged a fee for each sign and pole set to be installed. The County will replace signs that are damaged, stolen, or become unreadable over time. To report a sign in need of replacement, please contact one of the key government contacts listed above.