



Westmoreland County, Virginia
LAND USE ADMINISTRATION

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

P.O. Box 1000

Montross, VA 22520

(804) 493-0120

Physical Address Request Form

Name:				Date:			
Parcel Number:							
Physical Address(if applicable):							
Address Number		Street Name			Town/City		Zip Code
Phone:							
Email:							
Circle	Owner	Realtor	Contractor	Prospective Buyer	Census	Internal Staff	Other

Nature of Request:

- New Assignment for Permit #: _____
- Correction of Existing
- Address Verification (City, Zip Code, etc.)
- Address Point Alignment

• Please attach supporting documents (aerial photographs, permit application, etc.) to provide the necessary information and clearly identify the location of the property to be addressed.

Comments:

* If you are attempting to update your mailing address for tax purposes please contact the Commissioner of Revenue's Office to fill out a 'Change of Address Form'. The Commissioner of Revenue is located in the George English Building and can be reached at 804-493-0113.

FREQUENTLY ASKED QUESTIONS

Addresses for Accessory Structures

Q: Can I have an address for my shed, garage or other accessory structures?

A: No, physical addresses are assigned to dwellings and businesses only.

Road Names Changes

Q: I would like to change the name of my road, what forms or applications do I need to submit?

A: To change the name of an existing road you must submit a 'Street Name Petition' form and appear before the Westmoreland County Board of Supervisors for approval.

Package Delivery Issues

Q: I am not able to receive certain packages from UPS and/or FedEx at my location, what can I do to resolve this issue?

A: The land use office does not manage the delivery of your mail. Please direct any questions that you have to your post office or delivery service.

Valid Physical Addresses

Q: Am I using a valid zip code for my address?

A: There are only four primary postal zip codes in Westmoreland County. They include Montross (22520), Hague (22469), Kinsale (22488) and Colonial Beach (22443). A primary post office may have subsidiary locations within its service area that provides post office boxes. Please contact the United States Post Office for more information on their specific delivery policies.

Address Notifications

Q: My address has been recently changed, who should I notify?

A: Post Office, Local Government, Department of Motor Vehicles, Financial Institutions: Banks and Credit Cards, Employer, Social Security, Gas Electric and Other Utilities, Phone Cable and Internet, Home or Renter's Insurance, Schools, Loan Providers, Insurance Providers, Subscriptions, Online Shopping Sites, Clubs and Organizations, Medical, Friends & Family, etc.

Road Sign Maintenance

Q: A sign is down in my neighborhood, who do I call to have it fixed or replaced?

A: Please contact the Westmoreland County Administration Office at (804) 493-0130.

External/Online Mapping Platforms

Q: GPS can't find my address and/or gives out wrong directions to my house, what can I do to correct this?

A: Westmoreland County's address database is not connected or associated with Google Maps, Bing Maps or Mapquest. Therefore, any changes or corrections requested on those online/mobile platforms must be reviewed by each of the services independently. You may be able to report problems or fixes through support services.