



**Rapides Area Planning Commission**  
1405 Frank Andrews Blvd.  
Alexandria, LA 71306

Phone (318) 487-5401 (800) 256-2656  
Fax (318) 487-5028  
Website: www.rapc.info

## Address Request Application

Application: Name: \_\_\_\_\_

Full name of property owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

The following information is required for our addressing agent to place address in the proper sequence order and location. It is helpful if you familiarize yourself with the surrounding area.

We assign addresses for Rapides Parish except for property within the City of Alexandria or if the property is serviced by City of Alexandria utilities and the Town of Cheneville.

*A "Plat Map" from the Rapides Parish Tax Assessors Office is needed to establish placement.*

### Step 1: Obtain a Plat Map

- Request a copy of your plat map by fax from the Tax Assessors Office at 318-443-7354. They will fax you a copy back. (Preferred Method)
- Pick up plat map from the Tax Assessors Office.

Tax Assessors Office  
Located at the Rapides Parish  
Courthouse, 1<sup>st</sup> floor  
701 Murray St.  
Alexandria, LA 71303

### Step 2: Address Assignment

- Bring this application and plat map to the Rapides Area Planning Commission.
- Provide the following information:
  1. Name of street to which you are accessing the property:  
\_\_\_\_\_
  2. As seen from the house facing the road:
    - a. Nearest neighbor's address to the left: \_\_\_\_\_
    - b. Nearest neighbor's address to the right: \_\_\_\_\_
  3. Nearest intersection, or public road to your property: \_\_\_\_\_
  4. If your property is a corner lot, which road will the structure face? \_\_\_\_\_
  5. What kind of structure will be on the property? \_\_\_\_\_
  6. Draw the location of your driveway on the plat map.