



Rapides Area Planning Commission
803 Johnston St
Alexandria, LA 71301

Phone (318) 487-5401 (800) 256-2656
Fax (318) 487-5406
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 the 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 Cheneyville.

*****We will not assign an address to undeveloped land unless it's in a platted subdivision. *****

Step 1: Obtain an Assessment Map and Site Plan

- Request a copy of your assessment map from the Tax Assessors Office.
You can pick it up or they will fax you a copy.
- The site plan can be hand drawn, but one is necessary to establish placement of the address on the property.

Tax Assessors Office
Located at the Rapides Parish
Courthouse, 1st floor
701 Murray St.
Alexandria, LA 71303
318-448-8511

Step 2: Address Assignment

- Bring this application, plat map, and site plan 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.