

## Address Request Application

Application: Full name of Property Owner: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax # \_\_\_\_\_

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

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

We assign address 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.

*A "Plat Map" from the Rapides Parish Tax Assessors Office is needed to establish placement. To receive your "Plat Map", you can :*

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

**Step 1: Obtain a Plat Map.**

- Request a copy of "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 Assessor's Office

**Step 2: Address Assignment**

- Bring this Application & "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. Draw the location of your driveway on "Plat Map"