



Municipal Services Center
6703 Sullivan Road, Central, LA 70739
P: 225.262.5000 ~ F: 225.262.5001

MA-1 Municipal Address Application

Application Fee \$15 Date _____
Receipt Number _____ Application taken by _____

Please Print or Type

- Name of Applicant _____ Telephone _____
E-Mail Address _____
Business (if applicable) _____
Address _____ City _____ State ____ Zip _____
- Name of the Property Owner _____ Telephone _____
Address _____ City _____ State ____ Zip _____
- Legal description of property (Tract name; Section-Township-Range) _____

OR: Lot Number _____ Subdivision _____

If property is not subdivided, attach a complete legal description from East Baton Rouge Parish Tax Assessor in addition to a survey map indicating bearings and dimensions.

Physical Location _____

- Application Check List:
Permit Fee Paid
Property Plat
Other Specify _____
Correct Address _____

- Previous Applications
Has any application been submitted to the Planning or Zoning Commission concerning any part of the subject property within the past two years?
 Yes No

If yes, provide the details and final deposition below:

6. Acknowledgement:
In filing this application, I understand that it becomes a part of the public record of the City of Central and hereby certify that all information contained herein is accurate to the best of my knowledge. I further acknowledge that I have received, read, and understand Section 7:13.7 (Uniform Grid System; numbers required) of the City of Central Development Code as it pertains to Municipal Addressing and its requirements.

Application must be signed by both applicant and property owner if different.

Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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Staff Use Only

A. Zoning Classification(s) _____

B. Surrounding Addresses _____

C. Newly Assigned Address _____

D. Associated Lot ID _____

E. Comments _____

Planning Director or Authorized Signature

Date

Municipal Address Assignment

The Department of Community Development, Municipal Addressing Division, has reviewed your MA-1 application requesting an official municipal address for your property located in the City of Central, Louisiana.

Specifically, this property is described on a drawing as:

You have been assigned the new address of:

Signed

Date

Department of Community Development
Municipal Addressing

We suggest that you maintain a copy of this document for future needs.

Sec. 7:13.7 – Uniform Grid System; numbers required.

- (a) It is hereby the duty of each and every property owner to number or have numbered with Arabic numbers not less than three inches in height every residential, commercial, or industrial building belonging to him in accordance with the following provisions. The number to be assigned to each main building is to be assigned by the Department of Community Development.
- (b) There is hereby established a Uniform Grid fronting on all streets, avenues, and public ways in the City. All main buildings shall be numbered in accordance with provisions of this section.
- (c) Odd numbers shall be established on the North and East sides of the streets, avenues and public ways. Even numbers shall be on the South and West side of the streets, avenues, and public ways. This pertains to all new numbers assigned to buildings.
- (d) Municipal numbers shall be composed of individual digits, a minimum height of three inches each and posted on either a mailbox or on the building in such a manner as to be read from the street, avenue, or public way. Numbers shall be posted prior to final inspection and no occupancy certificate will be granted unless a building is properly numbered. When a residential, commercial, or industrial building previously assigned a rural route number is assigned a municipal number, the newly assigned number shall be posted within 90 days of the receipt by the property owner of notification of the assignment of such number, except that in commercial zoning, a reasonable extension may be granted to avoid hardship to a business occupying the building.
- (e) A request for issuance of an address requires submittal of a completed Application for a Municipal Address (MA-1), payment of a fee of \$15, submission of the property's legal description, proof of legal ownership and a plat or survey of the property performed by a registered licensed professional surveyor or civil engineer who is recognized and authorized by the State of Louisiana.
- (f) Notwithstanding the provisions of subsection (c) of this section, nothing in this section relating to assignment of odd numbers on the North and East sides of streets and even numbers on the South and West sides of streets shall be construed to require a change in any municipal number presently assigned.
- (g) Violation of this section shall be considered a misdemeanor and may be punished by a fine of not less than \$50 but not more than \$100. Each separate day the violation is continued shall constitute a separate offense.

(Ord. No. 2008-11, 4-22-2008)