

## GENERAL GUIDELINES

Streets located within the boundaries of Manhattan Community Board #1 will be considered for co-naming in honor of individuals or organizations subject to the following criteria established by the Board. The standards set forth in this document are only guidelines for the Board. No single guideline should be determinative.

- Street co-naming requests will be heard by the CB #1 relevant geographic committee. If the request is approved by the committee, the application will be brought before the full Board for final approval.
- Requests for street co-naming will only be accepted twice yearly; (Dates to be determined). All requests must be accompanied by a street co-naming application and a petition of community support in order to be considered by the CB1 relevant geographic committee and must be submitted to the Community Board office at least 4 weeks prior to the scheduled committee meeting. Applicants who fail to submit the required articles to the Community Board office at least 4 weeks prior to the scheduled committee meeting will not have their application reviewed by the committee until the next scheduled meeting for handling such matters.
- Prospective honorees should have a minimum of 15 years community involvement for individuals and 30 years for organizations and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community. Individual prospective honorees must be deceased. Prospective organizational honorees must be a not-for-profit organization. Exceptions may be made however for individuals that die under infamous circumstances of crime, accident, disease, social circumstance or the like if the death itself leads to a greater awareness within society of the cause of death and a concerted effort to address that problem. The Board may also in its discretion, grant a naming where the proponent sets forth a rationale that although not falling technically within these guidelines demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to Manhattan Community Board #1 to such an extent that it meets the spirit sought to be captured by all future co-naming through these guidelines.
- An application to co-name a street for an individual already honored in a similar fashion will be discouraged by the committee.
- The Board may deny approval of an application if it feels, in its sole discretion. If an application is denied by the committee the original applicant may not reapply on behalf of the prospective honoree for 5 years from the date of the denial.
- Each application will be considered on its own merit, without regard to precedence.

## Street Co-Naming Request Instructions

Streets located within the boundaries of Manhattan Community Board #1 will be considered for co-naming in honor of individuals or organizations subject to specific criteria established by the Board. Prospective honorees should have a minimum of 15 years community involvement for individuals and 30 years for organizations and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community.

Individual prospective honorees must be deceased. Prospective organizational honorees must be a not-for-profit organization. Exceptions may be made however for individuals that die under infamous circumstances of crime, accident, disease, social circumstance or the like if the death itself leads to a greater awareness within society of the cause of death and a concerted effort to address that problem. The Board may also in its discretion, grant a naming where the proponent sets forth a rationale that although not falling technically within the established guidelines demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to Manhattan Community Board #1 to such an extent that it meets the spirit sought to be captured by all future co-namings through said guidelines.

The Board may deny approval of an application if it feels, in its sole discretion that such a co-naming despite meeting all of its customary guidelines would tend to bring disrepute upon the community for any reason or would not, in the opinion of the Board, be looked upon favorably by an overwhelming majority of the residents of the district. If an application is denied by the committee the original applicant may not reapply on behalf of the prospective honoree for a minimum of 5 years from the date of the denial.

Requests for street co-namings must be submitted with the required documentation to the Community Board office no later than 4 weeks prior to the scheduled relevant geographic committee meeting designated to review such applications.

The following items may be submitted:

1. A petition demonstrating community support for the co-naming proposal which must include the following information at the beginning of the petition above the gathered signatures.
2. CB1 Street Co-naming application which must be completely filled out.
  - The proposed honorees name, address and a succinct yet detailed outline indicating why the honoree should be bestowed the honor of having a street co-named after them. Include a brief biographical description such as the date and location of birth (for an individual) and when the individual/organization became part of the community, the connection between the co-named street and whomever is being honored, and why should they be memorialized with a street co-naming. Keep in mind that prospective honorees should have a minimum of 10 years community involvement for individuals and 30 years for organizations as stated above.
  - The total number of residences and businesses on the affected block or blocks if a corner co-naming is requested e.g.: 15 apartment buildings with 150 units and 3 ground floor businesses.
  - A minimum 75% of the total amount of potential signatures of residents and/or business people on the affected block including their addresses. For example, a petition from a block with 153 units would require a minimum of 115 signatures of support.

## STREET CO-NAMING REQUEST APPLICATION

Prospective honorees should have a minimum of 15 years community involvement for individuals and 30 years for organizations and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community. Individual prospective honorees must be deceased. Prospective organizational honorees must be a not-for-profit organization.

1. Applicant's Name

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2. Applicant's Telephone Number and e-mail

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3. Applicant's Address

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4. Applicant's connection to proposed honoree

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5. Proposed Honoree's Name

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6. Is proposed honoree an  Individual  Non profit Organization or  Other (check one)

7. Proposed Location for Co-naming

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8. Does the proposed location already have a co-name?  Yes  No

a. If yes indicate the current name \_\_\_\_\_

9. Has any other public area been named after the proposed honoree?  Y  N

a. If yes indicate the location \_\_\_\_\_

Attach any relevant documentation along with the optional petition of support from the residents/businesses on the street/corner proposed to be co-named. The petition of support must include the following:

- A) The proposed honorees name, address and a succinct yet detailed outline indicating why the honoree should be bestowed the honor of having a street co-named after them.
- B) The total number of residences and businesses on the affected block e.g.: 15 apartment buildings with 150 units and 3 ground floor businesses.
- C) A minimum 75% of the total amount of potential signatures of residents and/or business people on the affected block including their addresses. For example, a petition from a block with 153 units would require a minimum of 115 signatures of support.