

STREET CO-NAMING: GENERAL GUIDELINES

Streets located within the boundaries of Manhattan's Community Board 12 (CB12M) 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 CB12M's Traffic & Transportation Committee. If the Committee so recommends, the application will be brought before the full Board for approval.
- Requests for street co-naming will only be accepted twice yearly, at its October and April meetings. All requests must be accompanied by a street co-naming application and a petition of community support in order to be considered by the CB's traffic and transportation 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 may not have their application reviewed by the committee until the next scheduled meeting for handling such matters.
- Prospective honorees should have a minimum of 10 years community involvement and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community, or who have contributed significantly to New York City or national life and have lived or otherwise are identified with this community in a substantial way. Individual prospective honorees must be deceased, for at least two years prior to consideration. Exceptions may be made however for individuals who die under infamous circumstances of crime, accident, disease, social circumstance, military service or the like, or 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 which, although not falling precisely within these guidelines, demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to CB12M to such an extent that it meets the spirit of these guidelines.
- An application to co-name a street for an individual already honored in a similar fashion will be discouraged by the Committee. Consideration of applications already approved by the City Council will not be entertained by the Committee or the Board.
- In general, the street or corner to be co-named will be the street or corner closest to the residence of the prospective honoree, or the place with which (s)he is most closely associated. In general, multiple co-namings of the same street or corner is discouraged.
- The Board may deny approval of an application if it feels, in its sole discretion. If an application is denied by the Committee or the Board, the original an application on behalf of the prospective honoree will not be considered 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's Community Board 12 (CB12M) will be considered for co-naming in honor of individuals subject to criteria established by the Board. (See attached.) Prospective honorees should have a minimum of 10 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.

Prospective honorees must be deceased, and should have a minimum of 10 years community involvement and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community, or who have contributed significantly to New York City or national life and have lived or otherwise are identified with this community in a substantial way. Exceptions may be made however for individuals who die under infamous circumstances of crime, accident, disease, social circumstance, military service or the like, or 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 which, although not falling precisely within these guidelines, demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to CB12M to such an extent that it meets the spirit of these 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, no application on behalf of the prospective honoree will be considered for 5 years from the date of the denial.

Requests for street co-namings are considered by the Traffic & Transportation Committee during its October and April meetings. Applications must be submitted to the Community Board office with the required documentation no later than 4 weeks prior to the Committee meeting, which generally meets on the first Monday of the month.

Please submit the following:

1. Street Co-naming application, which must be completely filled out, including 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.
2. A brief biographical description such as the date and location of birth, when the individual became part of the community, the connection between the proposed street to be co-named and the prospective honored, and why (s)he should be memorialized with a street co-naming.
3. The total number of residences and businesses on the affected block (or blocks, for a corner co-naming), e.g.: xx apartment buildings with yy units and zz ground-floor businesses.
4. A petition demonstrating community support for the co-naming proposal which must include the name and location of the proposed co-naming and a brief summary of the reason for same; must be signed by a minimum of 150 people, a majority of whom reside or have businesses within a two-block radius of the proposed co-naming; and must include the printed name and address of each person signing.

STREET CO-NAMING REQUEST APPLICATION

Prospective honorees should have a minimum of 10 years community involvement and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community, or who have contributed significantly to New York City or national life and have lived or otherwise are identified with this community in a substantial way. Individual prospective honorees must be deceased, for at least two years prior to consideration. Exceptions may be made however for individuals who die under infamous circumstances of crime, accident, disease, social circumstance, military service or the like, or if the death itself leads to a greater awareness within society of the cause of death and a concerted effort to address that problem.

1. Applicant's Name: _____

2. Applicant's Telephone Number and e-mail: _____

3. Applicant's Address: _____

4. Applicant's connection to proposed honoree: _____

5. Proposed Honoree's Name: _____

6. Proposed Location for Co-naming (be specific as to which corner of the intersection): _____

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

If yes indicate the current name: _____

8. Has any other public area been named after the proposed honoree? Yes No

If yes indicate the location: _____

9. Attach any relevant documentation, and with a petition of support from the residents and/or businesses within a two-block radius of the proposed street or corner to be co-named, including:

- a. The proposed honoree's name, address and a succinct yet detailed outline indicating why the prospective honoree(s) should be honored with a street co-naming.
- b. Verifiable historical documentation of the prospective honoree's contribution(s) and/or connection(s) to the community.
- c. The total number of residences and businesses on the affected block, e.g., xx apartment buildings with yy units and zz ground-floor businesses.
- d. The petition must contain a minimum of 150 signatures, a majority of which come from residents and/or business people within a two-block radius of the affected block. Each signature should include the printed name and address of the person signing.