



## **Process and Standards for Consideration of Street Co-naming Community Board 7 and City Council**

### **Minimum Standards**

Subjects must be either:

#### **An individual who:**

1. Is deceased; and
2. a. Was a New York City resident or native; or  
b. Was an individual of particular importance to a significant population of New York City; **and**  
c. Whose contributions to art, science, culture, politics, education, society or health and safety have had a lasting positive impact on a city community, the city, the state, the country or the world; or  
d. Who knowingly risked their own life to save the life of another person in an act of heroism above and beyond the call of duty; or  
e. Who engaged in extensive community involvement or activism, including, but not limited to, the providing of aid to members of a community in need; or  
f. Was a uniformed member of the Department of Correction, the Fire Department, the Police Department or the Department of Sanitation who died in the line of duty.

#### **Organizations or Cultural Works that have:**

1. Had an enduring or lasting impact on large segments of the City's population, or have undertaken an act or acts that had an enduring or lasting impact on a community; and
2. Whose importance to the City or whose enduring or lasting impact is a result of exemplary acts or achievements which reflect positively on the City.

### **Step 1: [Approach Community Board 7 with Request](#)**

#### **Process for Community Board 7**

- 1) Family member or nominating entity should provide the following before the Community Board can consider the Co-naming;
  - a) Submit a brief proposal requesting the Co-naming, using the below application. The proposal should include;



- i) **Background:** Provide a brief history and context of the individual or organization being honored.
  - ii) **Reason for Co-Renaming:** Explain why co-naming the street is appropriate, highlighting the contributions and significance of the honoree.
  - iii) **Community Involvement:** Describe the extent of the honoree's involvement in community activities, organizations, initiative or contribution to New York City.
  - iv) **Proposed Street Name:** Suggest a specific street or portion of a street that you believe should be co-named and provide reasons for your choice.
- b. **Supporting Documentation:** Include letters of recommendation and support (minimum of 2), support from family members, community organizations, and local businesses. These letters should emphasize the positive impact of the honoree on the community or New York City.
  - c. **Format:** The above should be submitted in a single Microsoft Word or PDF document, preferably using the attached application. Letters of support/recommendations can be submitted separately, also in Word or PDF format. Signature sheets should be on CB7 document or other approved format and be collected within the last year.

Once the above is received, Community Board 7 will determine if the application meets the qualifications, and if so, schedule a Committee meeting to review.

Family members or nominating entities will be required to attend the Committee hearing and they should share the meeting with those wishing to support the co-naming.

If the Committee votes to support the co-naming, it will be brought before the full Community Board for a final vote. If approved, a letter of support will then be issued and passed along to the corresponding Councilmember.

#### **Further Considerations**

- Community Boards do not control the street co-naming process - we are an advisory body only.
- Support from Community Board 7 will not guarantee the street co-naming is approved.
- Street co-naming is the purview of Councilmembers and the New York City Council, which has a separate, legislative (law-making) process for co-naming.
- Councilmembers may require additional documentation or steps not outlined above - please ensure you are in communication with the Councilmember during this process.

#### **Step 2: Approach District 38, 39 or 43 Office with Request**

#### **Process**



1. Intake must be performed by District office staff, gathering and documenting all relevant data above and any other additional details that may be pertinent for consideration, including all documentation provided by CB7.
2. Once all appropriate documentation has been gathered and individual has met the minimum standards, applicant will go into a pool of applicants for consideration.
3. In general, the Council Member will consider one co-naming request per six month period, with particular weight given to applicants who have already received approval from the Community Board.
4. After a candidate has been selected from the pool of applicants, a legislative request will be submitted. This initiates a screening process at the city level (rather than at the district level) which ensures all minimum standards have been met and that there are no conflicts for the legislative body as a whole.
5. After the candidate is cleared, the co-naming request will be bundled with all street co-naming requests made within the six-month period citywide and will be voted on by the entire legislative body.
6. Once the co-naming request has been approved by the legislative body, the Mayor must sign the co-naming into law, which allows the DOT to create the street sign. This typically happens within the month.
7. After the Mayor signs the legislation into law, the District office team will initiate a request with the Department of Transportation which will establish a date and time for the street co-naming, this typically happens about 3-4 weeks after the Mayor signs the bill into law.



## STREET CO-NAMING APPLICATION

**\*Please include at least two letters of support/recommendation, a letter of support from the family or organization, and the requested signatures\***

Date: \_\_\_\_\_

Name of Person(s) Submitting Application: \_\_\_\_\_

Address of above person(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Relationship to street co-name: \_\_\_\_\_

Proposed Street Co-name: \_\_\_\_\_

Is this an individual or organization? \_\_\_\_\_

Location of Street Co-name (cross streets): \_\_\_\_\_

Biography or Background of Individual or Organization (*you may submit on a separate page*):

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Reason for co-naming request including the community involvement of the individual or organization (*you may submit on a separate page*):

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## Street Co-naming Signature Sheet

*Instructions:*

- Please collect signatures of at least 50% of the households on the block or 20 signatures; whichever number is greater
- Only signatures collected within the past 12 months of application submission will be considered
- Only one signature/name per household will count towards the requirement (one signature per unit, apartment, or private home)
- You may duplicate this sheet as needed to collect signatures

[illegible]

