

## Street Co-Naming Guidelines

Community Board 8 reviews all co-naming applications. After review, we make a recommendation to the NYC Council, who will then vote as a unit on whether or not to approve the co-name request. Only one intersection can be co-named after an individual as the Council no longer co-names entire corridors. Areas that are already co-named **cannot** be co-named again; you will have to find a suitable alternative location.

All co-name requests must be heard by the EST Committee before the full Board can vote. The Committee meets the 4th Tuesday of every month between September and June. If your co-name request does not gain their approval, the full Board will not vote on the application. However, if the committee votes to support your co-name request, the full Board will vote on the application at the next general meeting following your Committee hearing/vote. The full Board meets the 2nd Thursday of every month, also between September and June. Applications will not be reviewed during the months of July and August.

Please note the following guidelines:

## Co-Naming Guidelines

### **1. CB8 will only propose the co-naming of streets for the following types of Honorees:**

#### A. Individuals who are:

- Deceased (City Council Requirement)
- CB8 residents, natives, or of particular importance to CB8; and
- Whose life story, deeds, or acts are of enduring interest to large segments of CB8's population;
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#### B. Organizations that are:

- Located in CB8 or of particular importance to CB8; and
- Of enduring interest to large segments of CB8's population.

### **2. The Approval Process shall follow these steps:**

#### A. INITIAL APPLICATION: Applicants must provide the following information to the District office to be put on the Committee's Agenda:

##### a. Applicant's Information

- i. Name, Contact information, Mailing Address, Connection to Honoree

##### b. Written Description of Honoree:

- i. Explain why the Honoree is worthy of commemoration.
- ii. Explain the Honoree's connection to CB8.

c. Proposed Location of Street Co-Naming

- i. Explain why the Proposed Location best commemorates the Honoree.

B. INITIAL REVIEW: The Committee will review the submission, and vote.

- a. If the Committee approves in principle, Applicant shall be given a Return Date, to come before the Committee with the following Documentation:

- i. **Proof of Notice** to all residences and businesses within reasonable distance of the Proposed Location, which Notice shall contain all the information submitted in Section A, above, and the Return Date, inviting public comment.
- ii. **Petition of Support** from as many individuals as possible (preferably local residents), which petition shall contain all the information submitted in Section A, above, and the Return Date, inviting public comment.
- iii. Any **Additional Documentation** the Committee requests of the Applicant, and any specific standards or requirements for the Proofs of Notice or Petitions of Support.

C. RETURN DATE: On the Return Date, Committee will examine the Documentation, and will hear any public comment. The Committee will vote.