



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street - New York, NY 10003
Phone (212) 533-5300
www.cb3manhattan.org - mn03@cb.nyc.gov

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

Community Board 3 Guidelines for Street Co-naming

Streets located within the boundaries of Manhattan Community Board 3 will be considered for co-naming in honor of members of the community who have made a significant contribution to this community. An application to co-name a street for community members already honored in a similar fashion will not be considered. CB 3 would consider a street co-naming at a location associated with the honoree for the following reasons:

- **Accomplishment during lifetime.** An individual who had demonstrated an extraordinary and consistent long-term commitment to benefit the community. The individual's accomplishments would not be considered if done in connection with the operation of a commercial enterprise. The individual must have been deceased for at least 2 years.
- **Untimely but meaningful death.** An individual who died an untimely death that led to a greater awareness of the cause of death and a concerted effort to address that problem. The individual must have been deceased for at least 2 years.
- **Non-profit community organization.** An organization that has demonstrated a minimum of 30 years of extraordinary and consistent commitment to benefit this community. A commercial enterprise will not be considered.

Street Co-Naming Request Instructions

Street co-naming requires organizing in the community to show community support. The first step is to gather signatures on a petition. When the required number of petition signatures have been gathered, email the CB 3 office to request being added to the Transportation Committee agenda. Please supply the following information:

- Exact name and location for the street co-naming designation. For example: a "Frieda Zames Way" sign beneath the E 4 St sign on the south-east corner of 1 Ave.
- Explain how the proposed honoree has made a significant contribution to the community, and establish a meaningful connection with the proposed street.

A draft resolution should be sent to the office with the agenda request. If the Committee and the full Board pass your resolution, it would be sent to the office of the local Councilmember requesting that the NY City Council enact legislation to establish the street co-naming. You would need to work with the Councilmember's office during their legislative street co-naming process.

The petition must include a few sentences that explain reasons for the street co-naming. For example, petition language similar to the following was used to support a street co-naming application in September 2007:

We, the neighbors of Frieda Zames, support a "Frieda Zames Way" sign beneath the E 4 St sign on the south-east corner of First Ave, in honor of an outstanding New Yorker, Frieda Zames, former President of Disabled in Action and a civil rights leader, who lived on E 4 St between First Ave and Ave A, and who, through her advocacy and leadership, has improved the quality of life for people with disabilities and all New Yorkers.

CB 3 will consider a petition as evidence that there is substantial support from the local community who believe there is a strong connection between the proposed co-naming and the proposed location. Depending on the size of the blocks surrounding the proposed street co-naming, between 150 and 500 signatures will be required. The petition signatures must meet one of the following thresholds

- If there are more than 200 residential units on the immediately affected blocks, a petition must have signatures representing 75% of all residential units and businesses on the blocks.
- If the immediately affected blocks are so large that the 75% threshold would be more than 500 residents, a petition with 500 signatures of residents and 75% of the businesses of the blocks will be sufficient.
- If the immediately affected blocks are so small that there are fewer than 200 residential units, a petition must have signatures from 150 residents and 75% of the businesses of those blocks or adjacent surrounding blocks.

When the petition is ready, please prepare the following for consideration by the CB 3 Transportation Committee:

- A cover letter summarizing your petition. Please include your count of the total number of residences and businesses on the blocks, as well as the number of signatures collected for the petition.
- Several paragraphs explaining the reasons for the proposed street co-naming, to be submitted as a draft resolution. This should contain more detail than the petition. A CB 3 resolution supporting a street co-naming typically contains 200-400 words.



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The following items must be submitted:

1. CB 3 Street Co-naming application, which must be complete.
2. 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:
 - The proposed honoree's name, address and a succinct but detailed explanation as to why the honoree should have a street co-named after him or her. 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 he or she should be memorialized with a street co-naming.
 - Submit a count of the total number of residences and businesses on the on the block, which includes both sides of the street.
Ex: 15 apartment buildings with 150 units and 3 ground floor businesses.
 - The petition must be signed by a minimum 75% of the total number of residential units and 75% of the total number of businesses, including their addresses. For example, a petition from a block with 153 units would require a minimum of 115 signatures of support.
 - If a street corner is proposed, signatures must be collected from both of the blocks connecting to the corner. (For a northeastern corner of intersection – collect from one block north and one block east.)

Thank you for your help and cooperation. If there are any questions, please email the office.

Sincerely,

A handwritten signature in black ink that reads 'Susan Stetzer'.

Susan Stetzer
District Manager



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Street Co-Naming Request Application

Please complete the following application and bring the required materials to the Transportation Committee meeting.

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. Is proposed honoree an Individual or Non-profit Organization (check one)
7. Proposed Location for Co-naming _____
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 required petition of support from the residents and businesses on the street proposed to be co-named.