



STREET CO-NAMING PROCEDURES

PROCEDURES

Streets located within the boundaries of Brooklyn's Community Board 5 (CB5) will be considered for co-naming in honor of individuals or organizations subject to the following procedures established by the Board, and with full discretion of the Board:

Street co-naming requests will be heard by CB5's Transportation & TLC Licensing (TTL) 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 reviewed by the TTL Committee in February, March, October, and November committee 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 committee and must be submitted to the Community Board District Office, at least 4 weeks prior to the scheduled committee meeting.
- Applicants who fail to submit the required articles to the Community Board District 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 individual honorees must be deceased for at least 6 months. They must have displayed a minimum of 10 years of community service, and a clear significant cultural, historical, or positive impact in the district (or in the proposed area/block of the co-naming request). 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.

Prospective organizations will be considered if they have serviced the district for a minimum of 20 years, and have historic, cultural, positive influence, and/or transformative impact within the district.

CB5 can, at its discretion through majority vote, determine circumstances outside of the outlined guidelines.



STREET CO-NAMING REQUIREMENTS

Street Co-Naming requests must be submitted with a completed application and all required documentation

REQUIRED DOCUMENTS:

- A full biography outlining significant impact or service within the district and significance to proposed street location for co-naming.
 - Obituaries are acceptable with supporting information that includes district impact
 - The bio will be transferred into an official Resolution on city record, so please be sure to include relevant details and information to highlight accomplishments, accolades, and cultural/historical facts that relate to the district
- Completed CB5 street co-naming application
- A petition demonstrating community support for the proposed co-naming 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 100 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.
- Letters of support from any organization, associations, elected officials, etc. (optional)
- Map of exact location of requested signage



STREET CO-NAMING APPLICATION

Please note that this application must be completed and submitted with the required documents and any other supporting information to aid in the review of this request. (See Procedures & Required Documents for details on paperwork and submission details)

All paperwork must be emailed/delivered to the District Office. The District Office will contact the Transportation & TLC Committee to confirm your review date.

- **Applicant's Name :** _____
- **Relationship to the Deceased/Proposed Honoree :** _____
- **Applicant's Phone :** _____ **Email :** _____
- **Applicant's Address :** _____

If you are not a family member of the deceased, please attach a notarized letter from the nearest family member with consent/support of the street co-naming and the requested site/location.

- **Proposed Honoree's Name / Organization Name :** _____

- **Proposed Location/Site (exact location with intersection) :** _____

- **Does the proposed location already have a co-name ?** ☐ Yes ☐ No

If yes, please indicate the name : _____

- **Has there been any other public space or site named after the proposed ?** ☐ Yes ☐ No

If yes, please provide details/site : _____

Information can be emailed to Mperkins@cb.nyc.gov or delivered to 127 Pennsylvania Avenue, 2nd Floor - Brooklyn, New York 11207. In person delivery accepted Monday through Friday - 11am to 5pm

Upon full CB5 Board review and approval - all information is submitted to the respective NYC Council Member (37th Council District or 42nd Council District) to be voted on by the full city council at a scheduled Stated Meeting. This process can be followed up through the respective Council Member's office