

CEREMONIAL STREET NAMING POLICY

EFFECTIVE SEPTEMBER 1, 2003 – UPDATED SEPTEMBER 1, 2007

Local Law Ceremonial Street Naming Process

1. A person or group sponsors the ceremonial name.
2. The person or group proposes the ceremonial name to the local Community Board.
3. The Community Board votes on the ceremonial name.
4. If the board approves the ceremonial name, it is presented to the City Council Member who represents the area for inclusion into a Council bill.
5. It is highly suggested that the Council Member designate a small block stretch for the naming and confirm the location of the placement of the sign with DOT prior to the passage of the bill.
6. The naming may only contain 36 characters and spaces so that it can adequately fit on a street sign.
7. Once the City Council passes the bill, it is given to the Mayor for his signature.
8. DOT will only honor requests for sign installation ceremonies once a local law authorizing the ceremonial name is signed by the Mayor and such requests must be made by the Council Member sponsoring the naming.
9. Requests for sign installation ceremonies must be presented to DOT at least three weeks or more in advance and DOT has final approval of this date.
10. Ceremonies should not be scheduled until the date has been confirmed by DOT.
11. DOT will install ONE street sign at DOT's expense. In no cases will more than one sign be installed regardless of the number of blocks named.
12. The sign will be installed at the location designated by the Council Member sponsoring the legislation and/or the family.
13. DOT will only place the sign on an existing street light pole or pole with an existing street name signs adhered to it.
14. DOT will have final approval of the placement of the sign.

Replica Signs

- DOT will manufacture one replica sign which is a street sign with the ceremonial name on one side.
- The family and Council Member may purchase additional replica signs for \$32 plus shipping and handling.
- DOT will not ship the additional replica signs to the family until DOT receives full payment for the additional signs.