

MANHATTAN COMMUNITY BOARD 1 STREET CO-NAMING GUIDELINES

Manhattan Community District 1 (MCD1) is unique given its narrow street grid, historical street names, and history of human loss. In order to fully respect our district's history, Community Board 1 (CB1) sets standards and reviews applications for street co-naming with stringency and great care. These guidelines are meant to ensure that the honor of co-naming is available for future generations of honorees and that the selected honorees will be considered significant by future generations. Given these issues, we strongly encourage applicants to fully consider *other ways* to memorialize those who they believe deserve to be honored in MCD1

CB1 is open to considering efforts, at the applicant's expense, to display a plaque or other commemoration that describes a proposed honoree's community contributions and significance on a building, sidewalk, lamp post or other appropriate space or structure in our district. An application for an individual, an organization or an historic event that has already received a street co-naming within the City of New York (NYC) or has already been named on, or qualifies to be named on, a public memorial within MCD1 is **strongly discouraged** from applying to co-name a street.

CB1 will consider co-naming requests for streets located within the boundaries of MCD1. A map of the streets in MCD1 can be found [here](#). Co-naming to honor individuals, organizations, or historic events/places will be subject to the cautions above and the following Board-established criteria and process. The guidelines in this document are intended to provide general guidance only.

Requests for street co-namings will be considered on a semi-annual basis, subject to the committee Chair's discretion in managing workflow. Applicants who fail to submit all of the required items and information to the CB1 office at least 4 weeks prior to the scheduled committee meeting will not have their application reviewed by the committee until the next scheduled meeting for handling such matters.

APPLICATION PROCESS

STEP 1. Contact the CB1 office to request the application materials or get the application materials [here](#).

STEP 2. Submit a completed application and the supporting materials to the CB1 office. All of the submitted documents will be reviewed to ensure that they are complete and that they meet all of the co-naming criteria.

STEP 3. Applicants of complete and qualifying proposals for co-naming in MCD1 will be invited, and are required, to make a presentation and answer questions about the proposed co-name honoree and location at a meeting of the appropriate CB1 committee. Following the presentation and questioning, the committee will vote to deny or to move the application forward. Each application will be considered on its own merits.

STEP 4. If the committee votes to move an application forward, the applicant will be expected to post signs notifying the community of the proposed street co-naming, including (1) the proposed honoree, (2) the reason(s) for the honor, (3) the proposed location and (4) how to make a public comment on the proposed honoree and/or location.

The CB1 office will provide assistance with the sign content. However, the applicant will be responsible for posting the signs to cover at least a one block radius around the proposed location *and* for making sure that they remain visible to pedestrians until a second committee presentation (generally the following month) to discuss the community support for the nominee and location.

STEP 5. One month after the committee votes to further consider a proposed co-name application, the committee will hold a Public Session so that members of the community can provide comments regarding the proposed honoree and location. The applicant will be expected to attend the Public Session to discuss the community support for the nominee and location.

After discussing the support and potential concerns from community members, the committee will vote on a resolution to support, or to not support, the proposed honoree and location.

STEP 6. If the committee passes a resolution supporting the proposed co-name honoree and location, the CB1 Board will vote on that resolution at its next meeting. Generally, the CB1 Board will hold a public session, discuss and vote on the resolution at the end of the same month that the committee passed it. The CB1 Board may deny approval of an application even if a committee approves it.

If the committee or the CB1 Board does not pass a resolution of support for the proposed honoree and/or location, the applicant can either take their request to the district's council member or wait at least three years from the date of denial to reapply to CB1. During the three year period after a denial, no applications for that honoree will be considered regardless of who applies.

CATEGORY OPTIONS

Individuals

Prospective honoree must:

1. Have been deceased for at least 20 years;
2. Have been a person of great significance to NYC, a key person in an event of historical note* that occurred in NYC *or* have brought about significant changes through their twenty or more years of community involvement in Manhattan Community District 1 (MCD1); and

3. Have the reason for his/her/their selection be closely associated with the proposed street and block/corner being proposed for co-naming.

*an individual whose death occurred under extraordinary circumstances of crime, accident, disease or a societal problem *and* that death led to a greater awareness within society of that issue. Alternatively, a person that helped to solve that problem/issue may be considered.

Organizations

A prospective honoree must be a nonprofit organization that

1. has demonstrated an extraordinary and continuous commitment of at least 30 years that has benefited the community and/or community members in MCD1; and
2. is currently located on the street and block proposed for co-naming *or* has a very significant association with the street and block proposed for co-naming.

Historic Events/Places

A prospective honoree must be:

1. an historic event/place that is recognized as significant by a historical society or other appropriate group; and
2. mentioned in at least one *major* film, book, and/or international news story; and
3. identified on a widely available map at or near the proposed co-naming location.

Other

The Board may, at its discretion, grant a naming that does not clearly fall into any of the three categories. However, the applicant must provide a strong argument that the proposed honoree had an extraordinary and highly acclaimed accomplishment or involvement for the public good linked to MCD1 *and* the location proposed for the co-naming.

APPLICANT DIRECTIONS

Applicants should review attached guidelines and procedures to ensure their request will be considered. Only applications for street co-naming with significant and verifiable support will be considered.

The following items must be submitted:

1. Information about the proposed honoree, which must include:
 1. A succinct yet detailed description of the person's or the organization's achievements and significance over time that warrants street co-naming. Applications for historical events or places should have a succinct yet detailed description of the event or place and its significance over time. The prospective honoree(s) must meet the criteria stated in the guidelines;
 2. The proposed honoree's name and justification of the importance and value to MCD1, as well as why the proposed street location is appropriate; and

3. Supporting documentation of each of the criteria for the chosen category.
2. A description of the proposed location (e.g., street corner) for the co-name sign; and
3. Support* for the potential honoree and the proposed corner for co-naming, including:
 - a. Letters or emails of support from adults to the CB1 office that give specific reasons for the nominee's importance, the long-term significance of the honoree and why the proposed location is uniquely appropriate for the proposed honoree;
 - b. Testimony, either live or written, at the committee's scheduled public session regarding the proposed honoree and the proposed location; and/or
 - c. Testimony, either live or written, at the public session immediately preceding CB1's monthly board meeting when the resolution of support for the proposed honoree and location is scheduled.

*In order to provide all community members with an opportunity to opine on proposed co-naming applications, public comments of support *or* of concern regarding the proposed nominee or the proposed location may use the options listed.

STREET CO-NAMING REQUEST APPLICATION

Please complete the following application and submit it with the required materials to the Manhattan Community Board 1 office.

1. Applicant's Name
2. Applicant's Address
3. Applicant's Telephone Number
4. Applicant's E-mail
5. Applicant's Connection to Proposed Honoree
6. Name of the Proposed Honoree (person, organization or historical event):

7. The proposed honoree is (circle one)

Individual

Non-Profit Organization

Historic Event/Place

8. Proposed Location for Co-naming (e.g., street corner)

9. Does the proposed location already have a co-name within a one block radius?

YES NO (Circle one)

If yes indicate that co-name and its location: _____

10. Has any other public area been named after the proposed honoree?

YES NO (Circle one)

If yes, indicate the location:

11. Have you applied to any other community board for this co-naming?

YES NO (Circle one)

If yes, what was the result? If denied, why was the application denied?

Please attach to this application the required information about the proposed honoree that persuasively addresses all of the criteria for the chosen category, information about why the proposed location is appropriate, any letters/emails of support that you would like to submit and any other relevant documentation.