

# THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
[www.cb3manhattan.org](http://www.cb3manhattan.org) - [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov)

Andrea Gordillo, Board Chair

Susan Stetzer, District Manager

## Community Board 3 Guidelines for Street Co-naming

Community Boards are a first step to co-name a street. The final step after the Community Board votes is for the City Council Member to request City council to vote on the co-name. City Council generally votes on street co-names in June and December, but the process requires several months work at the City Council level before the vote

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 two (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 two (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 Process

**STEP 1.** Street co-naming requires organizing in the community to show community support. Contact the CB 3 office to request the application materials and to ask for any guidance or questions at any time during the process.

**STEP 2.** Confirm community support through the collection of the required amount of signatures on a petition. 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:

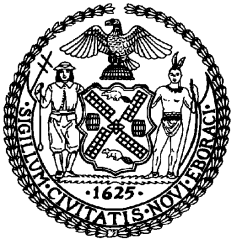
*We, the neighbors of Frieda Zames, support a "Frieda Zames Way" sign on E 4 street between First Avenue and Avenue A, in honor of an outstanding New Yorker, Frieda Zames, former President of Disabled in Action and a civil rights leader, who lived on E 4 St between First Ave and Ave A, and who, through 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. The petition must include a minimum of 60% of the total residents and businesses on the designated block, or maximum of 500 signatures, as well as meeting the co-naming criteria.

**STEP 3.** Submit a completed application, petition and the supporting materials to the CB 3 office. The application, petition, and supporting materials will be reviewed to ensure completeness and that they meet all the co-naming criteria.

**STEP 4.** After application review and confirmation of completeness, applicants 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 Transportation Committee. Following the presentation and questioning, the committee will vote to deny or provide a resolution in support of the petition.

**STEP 5.** If the Transportation Committee passes a resolution in support of the petition, it will then be sent for consideration by the full Board. If approved by the full Board, the resolution 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.



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Street Co-Naming Request Instructions

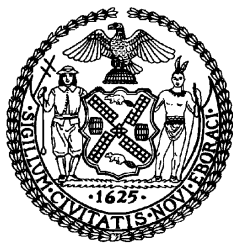
The following items must be submitted:

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:
  - Several paragraphs (200-400 words) providing a 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. This should contain more detail than the petition.
  - Submit a count of the total number of residences and businesses on the block, which includes both sides of the street.  
Ex: Ten (10) apartment buildings of twenty-five (25) residential units each and five (5) total ground floor businesses.
  - The petition must be signed by a minimum sixty percent (60%) of the total number of residential units and businesses, or maximum of 500 signatures. The petition must include the names, addresses, email addresses and signatures of the residents.  
Ex: A block with ten (10) apartment buildings of twenty-five (25) residential units each and five (5) total ground floor businesses would require 153 signatures (60%) of the total potential 255 signatures of the block.

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

Sincerely,

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 street for Co-naming (between which cross streets) \_\_\_\_\_
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? ☐ Yes ☐ No
  - 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.