

Street Co-Naming Request Application Instructions

Streets located within the boundaries of Queens Community Board 5 will be considered for co-naming in honor of individuals subject to criteria established by the Board.

Prospective honorees must be deceased, and should have demonstrated an extraordinary and consistent commitment and dedication to the community, or who have contributed significantly to New York City or national life and have lived or otherwise are identified with this community. 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. The Board may also in its discretion, grant a naming where the proponent sets forth a rationale which, although not falling precisely within these guidelines, demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to QCB5 to such an extent that it meets the spirit of these guidelines.

The Board may deny approval of an application if it feels, in its sole discretion that such a co-naming despite meeting all of its customary guidelines would tend to bring disrepute upon the community for any reason or would not, in the opinion of the Board, be looked upon favorably by an overwhelming majority of the residents of the district. If an application is denied, no application on behalf of the prospective honoree will be considered for 2 years from the date of the denial.

Requests for street co-naming's are considered by the Transportation Services Committee during its monthly meetings. Applications must be submitted to the Community Board office with the required documentation no later than 2 weeks prior to the Committee meeting, which generally meets on the 4th Tuesday of the month.

Please submit the following:

1. Street Co-naming application (next page), which must be completely filled out, including the applicant's name and contact information, the proposed Honorees name, the location to be co-named, and the street co-name format.
2. A brief biographical description such as the date and location of birth, when the individual became part of the community, the connection between the proposed street to be co-named and the prospective honored, and why they should be memorialized with a street co-naming.
3. The total number of residences and businesses on the affected block (or blocks, for a corner co-naming), e.g.: "##" apartment buildings with "##" units and "##" ground-floor businesses.
4. A petition demonstrating community support for the co-naming proposal which must include the name and location of the proposed co-naming and a brief summary of the reason for same; must provide 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.

STREET CO-NAMING REQUEST APPLICATION

Prospective honorees should have a minimum of 10 years community involvement and should have demonstrated an extraordinary and consistent voluntary commitment and dedication to the community, or who have contributed significantly to New York City or national life and have lived or otherwise are identified with this community in a substantial way. Individual prospective honorees must be deceased, for at least two years prior to consideration. 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.

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 Co-Naming : _____

6. Proposed Location for Co-naming (be specific as to which corner of the intersection):

7. Does the proposed location already have a co-name? _____ Yes _____ No

If yes indicate the current name: _____

8. Has any other public area been named after the proposed honoree? _____ Yes _____ No

If yes indicate the location: _____

9. Attach any relevant documentation, and with a petition of support from the residents and/or businesses within a two-block radius of the proposed street or corner to be co-named, including:

- a. The proposed honoree's name, address and a succinct yet detailed outline indicating why the prospective honoree(s) should be honored with a street co-naming.
- b. Verifiable historical documentation of the prospective honoree's contribution(s) and/or connection(s) to the community.
- c. The total number of residences and businesses on the affected block, e.g., number of apartments buildings with 'X' units and 'Z' ground-floor businesses.
- d. The petition must contain a minimum of 150 signatures, the majority of which come from residents and/or business people within a two-block radius of the affected block. Each signature should include the printed name and address of the person signing.