

## Applying for Street Co-Naming

If you would like to apply for a street co-naming on your block, you must contact the Manhattan Community Board 4 Office. These applications are heard at the Transportation Planning Committee Meetings, which typically occur on the third Wednesday of every month. Our [online calendar](#) has the most up to date information on upcoming meetings.

### **For the meeting, you will need:**

1. Verifiable historical documentation of the prospective honoree's contribution(s)/connection(s) to the community
2. A succinct yet detailed outline indicating why the prospective honoree(s) should be honored with a street co-naming
- \*3. Complete and submit the Street Co-Naming Application along with additional supplemental documents listed in the application
- \*4. Reach out to the Block/Tenant Associations, Residential Buildings and other organizations in the surrounding area.
5. Written support from local businesses and residences (petition or letters of support)
- \*6. Post meeting announcement to light posts (City property) in the surrounding area at least 1 week before the meeting so the community is aware of your street co-naming request

These materials must be submitted via email to [jpretente@cb.nyc.gov](mailto:jpretente@cb.nyc.gov) at least 2 weeks prior to the meeting you would like to attend.

\*CB4 Office will provide this information

### Street Co-Naming Request Application

Please complete the following application and bring the required materials to the Transportation Committee meeting.

1. Applicant's Name(s)

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2. Applicant's Telephone Number and e-mail

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3. Applicant's Address(es)

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4. Applicant's connection to proposed honoree

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5. Proposed Honoree's Name

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6. Is proposed honoree an  Individual or  Non-profit Organization (check one)

7. Proposed Location for Co-naming

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

If Yes indicate the current name

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9. Has any other public area been named after the proposed honoree?  Y  N

If yes indicate the location

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10. Attach any relevant documentation along with the required petition.

- 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. xx apartment buildings with yy units and zz ground-floor businesses.
- d. The petition must include the printed name and address of the person signing and contain at least 75% of signatures from the specific or surrounding blocks.