

**Brooklyn Community Board 6**  
**Street Co-Naming Request Guidelines and Application**

In an effort to balance the custom and tradition of co-naming streets to honor individuals or groups who have distinguished themselves in some notable fashion with the need to establish standards that would maintain a high bar for such a tribute so as to not diminish the honor, Brooklyn Community Board 6 has adopted the following guidelines for anyone interested in petitioning the community board's support in such matters.

General Guidelines:

- 1) Brooklyn Community Board 6 will abide by the Ceremonial Street Naming Policy and Local Law Ceremonial Street Naming Process as set forth by the City of New York's Department of Transportation.
- 2) Applicant(s) will be a local person or group indigenous to the Brooklyn Community Board 6 district, or will be co-sponsored by a local organization that was not created strictly to satisfy this requirement.
- 3) Only applications for proposed individuals who have been deceased for at least 3 years prior to the submission of a complete application will be actively considered by the community board.
- 4) Applicants are expected to comply with these guidelines and provide all information necessary to complete the accompanying application. Materials must be submitted all together as one complete package. The district office is vested with the responsibility for determining whether application submittals are proper and complete, satisfying the community board's form and content submission standards.
- 5) In addition to completing the application form and providing supporting documentation, applicants will also need to submit an accompanying petition containing at least 50 total signatures (signed name, printed name, residence) from residents within one-quarter mile of the proposed street, with at least 20 of the signatures of those 50 coming from residents of the proposed street itself.
- 6) Upon satisfying the form and content standards for a complete submittal, the district office shall refer the review to the Executive Committee which will conduct a public review of the application. Applicant is expected to attend and present at such a meeting.
- 7) Applicant will be held accountable for complying with the Brooklyn Community Board 6 Public Outreach and Notification Standards to ensure that the public is informed and has an opportunity to attend and participate at such a meeting. Failure to comply with the Public Outreach and Notification Standards alone could be sufficient reason for the Executive Committee to disapprove the request.
- 8) The Executive Committee's recommendation is subject to ratification by the full community board who will have the final say on whether the application will receive support from the community board.

- 9) Recognizing that the community board only plays an advisory role when it comes to any municipal matter, the community board's disposition does not guarantee that the street co-naming request will be ultimately enacted. The community board will make its recommendation to the affected local City Council Member, who must then independently determine whether or not they will introduce the appropriate legislation, which is subject to final approval by the City Council and Mayor.
- 10) Notwithstanding any guidelines to the contrary, the community board may at its discretion support an application that may not fall technically within these guidelines but otherwise demonstrates extraordinary and highly acclaimed accomplishment or involvement linked to the district to such an extent that it meets the spirit of these guidelines.

**Brooklyn Community Board 6**  
**Street Co-Naming Request Application**

**Section I: General Information**

Applicant's Name (list all, if multiple): \_\_\_\_\_  
\_\_\_\_\_

Applicant's Address (point of contact): \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Proposed Street to be Co-Named: \_\_\_\_\_

Cross Street 1: \_\_\_\_\_

Cross Street 2: \_\_\_\_\_

Check one: Full Street: \_\_\_\_\_ Intersection: \_\_\_\_\_

Are you proposing a street co-naming to honor (check one):

Individual: \_\_\_\_\_ Organization: \_\_\_\_\_

**If you have indicated "Individual" please complete Section II**

**If you have indicated "Organization" please complete Section III**

Please note that for all applications, in addition to completing the application form and providing supporting documentation, applicants will also need to submit an accompanying petition containing at least 50 total signatures (signed name, printed name, residence) from residents within one-quarter mile of the proposed street, with at least 20 of the signatures of those 50 coming from residents of the proposed street itself.

**Section II: Proposed Individual Honoree**

**Please note that only applications for proposed Individuals who have been *deceased for at least 3 years* prior to the submission of a complete application will be actively considered by the community board.**

1) Full name of the proposed Individual:

\_\_\_\_\_

2) Date of death of the proposed Individual:

\_\_\_\_\_

3) Place and cause of death of the proposed Individual:

\_\_\_\_\_

4) Date of birth of the proposed Individual:

\_\_\_\_\_

5) Place of birth of the proposed Individual:

\_\_\_\_\_

6) Relationship of applicant to proposed Individual:

\_\_\_\_\_

7) Has any other public area been named after proposed Individual? Yes \_\_\_ No \_\_\_

8) If "Yes" please indicate where: \_\_\_\_\_

9) Has the proposed Individual ever been convicted of a crime? Yes \_\_\_ No \_\_\_

10) If "Yes" please give details:

\_\_\_\_\_

\_\_\_\_\_

11) Has the proposed Individual ever been accused of actions involving moral turpitude, unethical behavior or similar actions that could reasonably be seen by members of the community as tending to bring disrepute on the community if a public area is named after the Individual? Yes \_\_\_ No \_\_\_

12) If "Yes" please give details:

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13) Indicate if the proposed Individual meets any of the following criteria:

- a) Member of uniformed forces killed in the line of duty? Yes \_\_\_ No \_\_\_
- b) Died while engaging in a heroic act? Yes \_\_\_ No \_\_\_
- c) Died under the circumstance of crime, accident, social circumstances or the like that lead to a greater awareness within society of the cause of death and a concerted effort to address the problem? Yes \_\_\_ No \_\_\_

14) If you checked "Yes" to any of the above, please state in detail the circumstances or the proposed Individual's death. Please also attach supporting documentation such as newspaper articles, other media accounts, personal testimonies, etc.:

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15) If the proposed Individual was a member of the uniformed forces killed in the line of duty, please provide the following:

- a) Branch of Service: \_\_\_\_\_
- b) Rank at time of death: \_\_\_\_\_
- c) Address of the proposed Individual's last post: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Name/rank of proposed Individual's immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_
- e) Any citations or commendations received by the proposed Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16) Did the proposed Individual live in the community at the time of death? Yes \_\_\_ No \_\_\_

17) If "Yes" please provide address: \_\_\_\_\_  
\_\_\_\_\_

18) Did the proposed Individual maintain significant connections with the community?  
Yes \_\_\_ No \_\_\_

19) If "Yes" please specify: \_\_\_\_\_  
\_\_\_\_\_

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20) Was the proposed Individual an elected or appointed official who resided in the community at the time they held office, whose tenure was distinguished by extraordinary accomplishment bringing great benefit to the district or whose accomplishments would reasonably be viewed as a great source of pride to the community? Yes \_\_\_ No \_\_\_

21) If "Yes" please explain in detail and describe the evidence to support your response:

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22) Did the proposed Individual have accomplishments in business, philanthropy, humanitarian, the arts, the sciences, education, sports, military, government or otherwise of such extraordinary character as would reasonably be viewed be a great source of pride to the community?

Yes \_\_\_ No \_\_\_

23) If "Yes" please explain in detail and describe the evidence to support your response:

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24) Did the proposed Individual live in the district at the time of death? Yes \_\_\_ No \_\_\_

25) Did the proposed Individual grow up in the district? Yes \_\_\_ No \_\_\_

26) Was the proposed Individual of world, state or local fame and renown whose professional accomplishments in business, philanthropy, humanitarian, the arts, the sciences, education, sports, military, government or otherwise are of such extraordinary character that even in the absence of a direct connection to this community, it would be appropriate to honor their memory? Yes \_\_\_

No \_\_\_

27) If "Yes" please explain in detail and describe the evidence to support your response:

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**Proceed directly to Section IV**

Section III: Proposed Organization Honoree

1) Is the proposed Organization a not-for-profit organization? Yes \_\_\_  
No \_\_\_

2) Has any other public area been named after the proposed Organization? Yes \_\_\_ No \_\_\_

3) If "Yes" please indicate where:

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4) Has the proposed Organization or any of its officers, directors, principal members or principal employees ever been convicted of a crime? Yes \_\_\_ No \_\_\_

5) If "Yes" please give details:

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6) Has the proposed Organization or any of its officers, directors, principal members or principal employees ever been accused of actions involving moral turpitude, unethical behavior or similar action that could reasonably be seen as tending to bring disrepute on the community if a public area is named after the proposed Organization? Yes \_\_\_  
No \_\_\_

7) If "Yes" please give details:

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8) Does the proposed Organization own or have a significant connection to any real property in the district?  
Yes \_\_\_ No \_\_\_

9) If "Yes" please list the address of the parcel(s):

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10) Has the proposed Organization demonstrated a commitment to and participation in the civic life of the community in areas other than that area for which the organization was founded? Yes \_\_\_ No \_\_\_

11) If "Yes" please explain in detail and describe the evidence to support your response:

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12) If the proposed Organization does not operate from property it owns or to which it has a significant connection then is the proposed Organization a national, state or local organization with a demonstrable, extraordinary contribution to the civic life and social welfare of the district? Yes \_\_\_ No \_\_\_

13) If "Yes" please explain in detail and describe the evidence to support your response:

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14) Is the proposed Organization economically viable and does it have an expectation of continued operation for a prolonged period? Yes \_\_\_ No \_\_\_

15) If "Yes" please explain in detail and describe the evidence to support your response:

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16) Founding date for the proposed Organization:

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Section IV: Certification

I, (print name) \_\_\_\_\_, declare under penalty of perjury that the foregoing information contained in this application is true and correct;

I also declare that the signatures on the accompanying petition are bona fide and original and were provided freely, without compensation of any kind, nor under duress;

I also declare that I have received a copy of the Brooklyn Community Board 6 Public Outreach and Notification Standards which I will adhere to when promoting the meeting at which this application will be the subject of review;

Lastly, I understand that the community board's recommendation relies not only on the submission of a completed application but also on a personal appearance before the Executive Committee and that I will ensure that there will be a knowledgeable representative available to present the application who will be able to answer questions related not only to the content of the materials submitted but also to the procedures followed to assemble the application and comply with the community board's Public Outreach and Notification Standards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved for use by Brooklyn Community Board 6 Executive Committee on February 8, 2016*