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Manhattan Community Board 11 Street and Avenue Name Changes Policies and Procedures

All applications for street/avenue name changes must be brought before the Manhattan Community Board 11 Public Safety and Transportation Committee for a vote and recommendation to our Full Board. After Full Board approval, applications are then forwarded to the respective local City Councilmember with a request to submit the application before Council for an official name change.

Street/avenue name changes are in fact signs added above or below existing known street/avenue names. For example, "Tito Puente Way" is in fact a sign added below "East 110th Street". The street/avenue name changes have traditionally honored individuals who have contributed to the welfare, culture or identity of our community of East Harlem.

Procedures for an application to be reviewed by Public Safety and Transportation Committee:

1. Applicants must submit in writing a letter addressed to the Chair of Manhattan Community Board 11 requesting the street/avenue name change, including the exact language of the name change and the exact location(s) for the name change (ie, corner of East 115 Street and Madison Avenue OR East 112th Street between First and Third Avenues).
2. Applicants must submit a detailed biography of the individual the street/avenue name change intends to honor, with specific attention to the relationship of the individual to the community of East Harlem.
3. Applicants should submit a petition supporting the requested street/avenue name change signed primarily by residents in the *immediate* area of the proposed name change. The petition should include exact language of the proposed new name and exact location(s) of the name changes. Applicants are encouraged to obtain as many signatures as possible.
4. Applicants should submit letters of support for their proposed street/avenue name change from tenant groups, stores, religious organizations, institutions, community based organizations and public officials in the *immediate* area of the proposed name change. Letters of support from organizations outside of the immediate area are acceptable only if they have a particular relevance to the individual being honored by the street/avenue name change. Applicants are encouraged to obtain as many letters of support as possible.
5. All of the above documents should be submitted to the Board Office (1664 Park Avenue) for preliminary review at least two weeks before the meeting of the Public Safety and Transportation Committee. Requests will be forwarded to the Chair of the Public Safety and Transportation Committee. Only the Chair of the Public Safety and Transportation Committee can place an applicant on the Committee Agenda for review and possible vote.

Manhattan Community Board 11 and the Public Safety and Transportation Committee will review the application and ask questions of the applicant. The Committee may request more information or supporting documents, such as letters of support or additional petitions, if it deems necessary.