



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN

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Community Board 11 Street and Avenue Name Changes Policies and Procedures

All applications for street/avenue name changes must be brought before Community Board 11 Public Safety & 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 deceased individuals who have contributed to the welfare, culture or identity of East Harlem and are of significant importance to New York City.

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

1. Applicants must submit, in writing, a letter addressed to the Chair of 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 (i.e., 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 must submit a petition supporting the requested street/avenue name change signed primarily by residents living in the *immediate* area of the proposed name change location. The petition should include the exact language of the name change and the exact location(s) for the name change. Applicants are encouraged to obtain a minimum of 100 signatures with the address of the signees included (please see attached sample petition).
4. Applicants must submit letters of support for their proposed street/avenue name change from tenant groups, businesses, religious organizations, institutions, community-based organizations and elected officials in the *immediate* area of the proposed name change. The letters should include the exact language of the name change and the exact location(s) for the 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. Applicants are encouraged to obtain a minimum of 10 letters of support.

5. All of the required documents must be submitted to the Board Office for preliminary review at least thirty (30) days before the meeting of the Public Safety & Transportation Committee. Only requests satisfying all the above prerequisites will be entertained.
6. Requests will be placed on the committee agenda for review and possible vote at the discretion of the Chair of the Public Safety & Transportation Committee. Applicants will be notified of the date and location of the committee meeting where the request will be considered; the applicant is required to present their request to the committee at said meeting. The Committee will review the application and ask questions of the applicant. The Committee may request more information or supporting documents it deems necessary.