

VILLAGE OF OSSINING HONORARY STREET NAMING POLICY

PURPOSE: The Village of Ossining Board of Trustees wants to set out a policy to allow for the honorary naming of streets in the village. The honorary street naming would honor current and former residents of the village who have made contributions to the village through accomplishments during the honoree's lifetime.

KEY POINTS: 1) The process for honorary street naming will begin with the filing of an application for the honorary street naming. The application shall be filed with the Village Manager. The application shall be in writing and signed by the applicant. The application should include, at a minimum, a) the proposed honorary street name; b) contributions to the Village of Ossining by the proposed honoree; c) the length of time the proposed honoree resided or continues to reside in the village, during which time the proposed honoree shall preferably have resided on the street in question; d) the name of the existing street to have the honorary street name; e) whether the street already has a honorary street name; f) a map identifying the location of the street to receive the honorary name and the cross streets that intersect with that street; and g) the proposed honoree's connection to the street where the honorary naming is sought. The applicant may submit such additional information as the applicant considers appropriate.

2) If the application meets the basic criteria set forth in point 1, the Village Manager shall prepare a resolution to the Board of Trustees acknowledging receipt of the application and referring the application to the Village Historian for a report regarding the honorary street naming request.

3) The Village Historian will review the application and conduct such research as necessary. The Village Historian may communicate with the applicant and other individuals to report on the proposed honoree's contributions to the Village of Ossining, the proposed honoree's connection to the particular street for which honorary naming is sought and the proposed honoree's history of residence in the village.

4) The Village Historian shall present to the Board of Trustees his/her report within forty-five (45) days of the referral.

5) Upon receiving the report from the Village Historian, the Board of Trustees shall schedule a public hearing at which time the public will be allowed to address the board on the proposed honorary street naming. The public also may submit written comments on the proposed honorary street naming. Notice of the public hearing shall be published in the village's official newspaper no less than seven (7) days before the scheduled hearing.

6) Following the close of the public hearing the board shall vote whether to grant or deny the application for the honorary street naming. The board may approve the application subject to conditions.

7) Denial of an application for honorary street naming may be appropriate if the proposed honorary street name may tend to bring disrepute upon the community.