

# INCORPORATED VILLAGE OF LAUREL HOLLOW

[www.laurelhollow.org](http://www.laurelhollow.org) – *subscribe to news & newsletter here*

## INFORMATION GUIDE FOR RESIDENTS

**ALARM PERMITS** – Laurel Hollow homeowners are required to obtain a Fire Alarm Permit from the Nassau County Fire Marshal's Office, 1194 Prospect Avenue, Westbury, NY 11590, (516) 573-9900. Laurel Hollow homeowners are not required to obtain a Burglar Alarm Permit, either from the Nassau County Police Department or the Oyster Bay Cove – Laurel Hollow Police Department.

**BOATS** – A boat of any type may only be stored on your property if it is in a building or is screened with evergreen landscaping and or fencing so that it cannot be viewed by any person standing on grade on any adjoining property or street.

**BUILDING PERMITS** – Please call the Village Hall prior to doing any work on your home or property, to determine whether or not a permit is required. It is much easier to obtain a permit if the application is submitted before any work begins. Building permit application packages are available on the website.

**DOGS** – Dogs must be licensed in the jurisdiction in which they reside, in this case, the Town of Oyster Bay, and restrictions on the number of animals which can be kept apply. Please contact the Oyster Bay Town Clerk, (516) 624-6320, for additional information. Dogs must be on a leash and under the immediate and full control of the owner or person in charge whenever they are off the premises. It is important to remember that dogs, and other animals, must not be permitted to disturb the comfort, peace or repose of any person in the Village or the community by frequent or long-continued noise. Please be considerate of your neighbors.

EMERGENCY PHONE #'S -	<u>Police Emergency</u>
	Oyster Bay Cove Police Department 911
	Non-Emergency (516) 922-6363
	<u>Fire Emergency</u>
	North of Route 25A (516) 742-3300
	South of Route 25A (516) 921-0000

**EXTERIOR LIGHTING** – Please follow the guidelines posted on the website when considering the installation of exterior lighting. If you do not have access to the internet please call the Village Hall and a copy of the guidelines will be mailed to you.

**FENCES** – Installation of a fence would, in most cases, require a permit. No fence can exceed 6 ½ feet in height.

**FILL / GRADING WORK** – In many cases a permit is required to doing work that would add or remove fill and/or change the grade of property. Please contact the Village Hall for more information.

**GARAGE SALES** – A permit is required prior to conducting a garage or tag sale.

**HORSES** – Although permitted in some cases, the keeping of horses, and facilities relating to horses, is regulated by the Zoning Code, which is available on the website. Once you get to the code you can do a search for the word 'horses'.

**LAND DISTURBANCES** – Please contact the Village Hall prior to doing any work that would change the grade of your property, including the addition or removal of soil, as well as any work that might disturb an area of the property that is not flat. In many cases a permit is required for this type of work.

**LANDSCAPERS AND OTHER CONTRACTORS** – Landscapers and other contractors are not permitted to work between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday or between 4:00 p.m. and 9:00 a.m. on Saturday or at any time on Sunday.

**MOORING** – Residents of the Village may obtain a permit to moor a boat in the village mooring fields. If you are interested in mooring a boat, please review the Harbor Rules and Regulations, available on the website, where you can also obtain a copy of the mooring application.

**NOISE** – Noise which annoys or disturbs any resident is not permitted between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday or between 4:00 p.m. and 9:00 a.m. on Saturday or at any time on Sunday.

**PARKING** – It is illegal to park on any roadway in the village at any time. Please complete and submit the **PARKING WAIVER REQUEST** fill-in form, located at the bottom of the **FORMS & INSTRUCTIONS** page on our website if you find that you need a waiver of this regulation.

**PARKING PERMITS FOR BEACH** – There are two parking areas at the north end of Laurel Hollow Road. These areas are for the use of residents, with permits, and for people visiting the Village Hall. Permits, available for \$20.00 each, may be purchased but will only be issued to residents for vehicles registered to their Laurel Hollow address. A copy of the parking permit application form is available on the website. Guest passes are available to residents on a limited basis. Passes will be issued at the Village Hall during normal business hours. No guest passes will be issued on the 4<sup>th</sup> of July.

**REFUSE COLLECTION AND RECYCLING** – The Village does not provide refuse collection and recycling service. We suggest that you contact your neighbors to see who they contract with, and whether or not they are satisfied with the service. We have been assured that all private carters recycle, if not while they collect the trash, then at the facility in Westbury where they deliver it.

**SIGNS** – Contractors' signs are not permitted to be placed on a resident's property. For Sale signs, with limited wording, require a permit.

**TAXES** – Village taxes are payable, in full, by July 1<sup>st</sup>. Bills will be issued June 1<sup>st</sup>, and will be sent to the property owner *unless* a request is received from a lender or tax service agency, asking that the bill be sent to them. The request must be made annually by the lender / tax service agency. In certain situations, a bill may be sent to a third party. Contact the Village Clerk for information and forms.

**TRAILERS** – Trailer parking would generally fall under the same rules as boats, above.

**TREES** – The Board of Trustees believes that there is a direct relationship between the preservation and planting of trees, laurel, shrubs and associated vegetation in sufficient number in the village and the health, safety and welfare of village residents. Please note that a permit may be required before removing, cutting down, or substantially altering any protected tree (circumference of 22 inches at a height of three feet above ground) or any laurel. A substantial fine is possible for any violation of this code. Please contact the Village Hall, or review the Tree information on the website, before doing any work other than normal and customary cutting and pruning necessary to preserve the health of shrubs and trees.

**TRUSTEE MEETINGS** – The Board of Trustees generally meets on the 2<sup>nd</sup> Wednesday of each month, except in August, when there is no regularly scheduled meeting. The meetings are posted on the website under Calendar.

WEBSITE – You can subscribe to *The Lantern, News*, and Swift911 on our website, [www.laurelhollow.org](http://www.laurelhollow.org).

WORK IN THE RIGHT-OF-WAY – It is important to note that your property line is, in most cases, set back a distance from the curb line, or road pavement. The property located between your property line and the road bed is Village property, and you may not install anything in this area, except a mailbox, without obtaining permission from the Village. Please contact the Village Hall if you have any questions regarding this.

We hope we've provided you with some helpful information.

Please complete and return the attached slip to the Village Hall so that we contact you if needed.

Thank you.

Name: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone #: ☐ \_\_\_\_\_

Cell Phone #1 (Primary) ☐ \_\_\_\_\_ Cell Phone #2 ☐ \_\_\_\_\_

Work Phone #1 (Primary) ☐ \_\_\_\_\_ Work Phone #2 ☐ \_\_\_\_\_

E-Mail #1 (Primary) ☐ \_\_\_\_\_ E-Mail #2 ☐ \_\_\_\_\_

Twitter ☐ \_\_\_\_\_

*Please check any boxes (☐) that you wish to authorize us to utilize for Swift911, a computer generated telephone / e-mail system.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Return to:*

Village of Laurel Hollow  
1492 Laurel Hollow Road  
Syosset, NY 11791

or e-mail it to [deputyclerk@laurelhollow.org](mailto:deputyclerk@laurelhollow.org)