



**VILLAGE OF NEW HYDE PARK**  
HIGHWAYS - SANITATION - PARKS - CODE ENFORCEMENT - PARKING ME-  
TERS & STREET LIGHTING  
1420 JERICHO TURNPIKE  
NEW HYDE PARK, NY 11040 (516) 354-0064  
Igor Sikiric, Superintendent of Public Works  
Binu Pillay, Superintendent of Buildings

## **VILLAGE GUIDE BOOK**

### **Highway**

The Highway Unit maintains 27 miles of streets, streetlights, traffic signs, and more than 10,000 trees and 386 catch basins in the Village. In addition, the Highway Unit is responsible for salt, sanding and snow plowing services as well as parking meter collection and repair.

- **Road Repairs:** With a network of 27 miles of roadway to maintain, the DPW depends on notification by residents of potential problems. The road repair program is in place most of the year, except in the winter when the asphalt plants are closed. Contact the DPW at **516-354-0064** to report any road or drainage problems.

- **Leaf Pick Up:** During the leaf season, rake or blow your leaves into the street. The DPW leaf vacuum will pick them up when scheduled for each section of the Village as indicated on the day specified on the map on Page 7 of this brochure, for the duration of the leaf season. If your area cannot be completed on the scheduled day, leaf pick up will resume on that day the following week. **Professional landscapers are responsible for the removal of yard waste. Landscapers are not permitted to rake or blow their debris or dirt into the street.**

- **Street Sweeper:** Every street in our Village is swept a minimum of once a week. The Sweeper starts as early as 3:00 AM to limit interference from parked cars.

- **Snow Plowing:** Our DPW has a fleet of snow plows and road sanders, and a crew that is on standby, whenever there is a forecast for snow. The Village plows from curb to curb to open roadways completely, for your safety. You are reminded to wait until we have completed your street before shoveling out your driveway. Depending on the severity of the storm, it may take many passes before a street is cleared. We make all of our roads accessible to "emergency vehicles", such as ambulances and fire equipment. The Department of Public Works keeps a "Priority Snow Plowing" log for those residents who may have special needs, such as daily oxygen delivery to an ill person, an expectant mother close to her due date, or a physically handicapped resident. If you need special help or have a possible emergency situation in your home, please telephone the DPW at **354-0064** with the information.

**Remember - There is a No Parking Ordinance  
3:00 AM to 5:00 AM Year Round.  
This Ordinance Prohibits Parking on Village Streets  
Between the Hours of 3:00 AM and 5:00 AM.  
You are Subject to a Summons. Please Abide by the Rules.**

**PARKS**

The Parks Unit maintains our parks and municipal grounds. The Village has two Parks: Nuzzi Field on Stewart Avenue and Memorial Park on Lincoln Avenue. Park ID required.

**TREES**

Trees between the curb line and the sidewalk line are the property of the Village. Any questions pertaining to trees, including removal, trimming and requests for a new tree should be referred to the Department of Public Works.

- **Removal:** It is Village policy not to remove healthy trees or trees that can be saved with proper pruning or treatment. Trees are removed only if they pose an imminent danger, are diseased, or dead.

- **Trimming:** The DPW has a tree trim program and routinely trims the Village's trees. Please call the DPW at **516-354-0064** if you feel your tree needs trimming.

- **Tree Root Interference:** Tree root interference with sidewalks, curbs, driveway aprons or utility connections is the responsibility of the property owner. Please be advised that Village Law S165-5A & B, adopted February 23, 1939 requires the property owner to maintain the sidewalk, apron and curb adjacent to his property in a safe condition, at the property owner's expense. Residents are required to obtain a sidewalk permit before beginning any sidewalk repair or replacement. Questions on permits should be referred to the **Building Department** at **516 354-0022**.

- **New Trees:** Residents are entitled to a new tree to replace a fallen or removed tree. It is also appropriate to request a new tree to fill an area that is barren. The DPW plants trees in the Spring of each year. The species vary depending upon the hardiest available for our climate and growing conditions. New trees are planted in the order requested and as budgetary constraints allow.

**BULK PICK-UP**

The only items that need to be scheduled for a bulk pick-up are metal and high metal content items. These are as follows: refrigerators and freezers (doors must be removed as they are a suffocation hazard), stoves, ovens, dishwashers, washers and dryers, cast iron sinks, water heaters, boilers (must be broken down into pieces), pipes no longer than 8 feet, cyclone fencing in rolls, lawnmowers, snow-blowers, tillers, small engines, transmissions (oil and gas must be drained), large car parts such as bumpers, doors, hoods, tire rims, large machinery such as table saws, drill presses and floor buffers, metal doors and windows, bed frames, metal parts from swimming pools, storage sheds (broken down), metal closets and cabinets, sofa bed frames (if the frame cannot be separated from the sofa you can put out the entire unit), metal tables, chairs and lawn furniture, pianos (broken down if possible), pool tables and ping pong tables. No concrete, brick, stone or rubble will be accepted for either sanitation or bulk pick-up.

DPW provides two (2) bulk pick-up operations per week on Monday and Friday (excluding holidays) and one (1) pick up of E-Waste on Wednesday on a call-in appointment basis. Each resident and business receives the next scheduled day after their call is taken. Please do not put out any items before you call DPW and again not until the evening before your scheduled pick-up day.

#### **REGULAR SANITATION PICK-UP**

**Monday & Thursday- North Side of Jericho Tpke, not including Jericho Tpke.**

**Tuesday & Friday - South Side of Jericho Tpke, including both sides of Jericho Tpke.**

Large wood items such as dressers, tables, chairs, cabinets, curios, wall units, vanities, headboards and footboards from beds, ladders (cut in half), windows and doors, mattresses (must be in plastic mattress bag), box springs, three foot length and tied bundles of carpeting, padding and rugs (one room amount per pick-up), televisions and audio equipment of any size, window, plate glass and mirrors, sofas and loveseats (no convertibles), upholstered chairs, plastic furniture and toys, pool liners, and car tires not on metal rims will be taken with regular garbage. Batteries (excluding car batteries, rechargeable and Ion batteries) are considered regular garbage. No propane tanks, no fire extinguishers or any other pressurized tanks. Propane or any other gas tanks must be brought by the homeowner for disposal to any merchant or facility that deals in such products

Even though we will pick up the above items at any garbage pick-up, we ask that you try and put out the heaviest and bulkiest items for the second pick-up of the week (Thursday on the north side of Jericho and Friday on the south side of Jericho). This will allow us to better balance the loads our trucks carry and save on wear and tear on our crews and equipment.

DPW employees and vehicles are not permitted to cross over or enter upon private property for the purpose of collecting refuse. The point of collection shall be limited to the curb area immediately in front of the property.

- Refuse may not be placed at the curb for collection before 7:00 PM on the day immediately prior to a scheduled collection. Refuse containers must be removed from the curb within three (3) hours after collection.

- Tires: Residents may dispose of old tires by putting them out with regular garbage (one or two tires per day, removed from metal rims.) Sometimes our tire capacity will be full when we get to your home, and we won't be able to accommodate you on that particular pick-up. If that occurs, please be patient and put the tire out with your garbage on your next regularly scheduled pick up day.

#### **NO OIL, HAZARDOUS OR LIQUID WASTES WILL BE ACCEPTED FOR PICK-UP.**

Hazardous waste includes: oil-based paints, dry cleaning fluids, furniture and paint strippers, automotive parts, cleansers, pesticides, herbicides, photographic chemicals, gasoline, garden chemicals, aerosol cans, air conditioning refrigerants, drain cleaners, rug and upholstery cleaners, medicines and medical ointment, motor oil.

Motor oil may be brought to any oil change facility for disposal. . Please refer to your local town newspapers for information and dates for S.T.O.P. (Stop Throwing Out Pollutants) programs in both Hempstead and North Hempstead Towns for disposal of all hazardous materials.

Limited amounts of construction debris generated by the HOMEOWNER ONLY will also be removed at regular pick-ups. This includes lumber (three foot lengths, bundled and tied with nails removed), sheetrock, floor or ceiling tiles, roofing shingles (broken

**ABSOLUTELY NO CONTRACTOR-GENERATED DEBRIS WILL BE ACCEPTED FOR SANITATION PICK-UP.** When you sign a contract with someone to perform renovations or any type of work on your property, it is the homeowners responsibility to tell them that State and Village law requires all contractors to remove and dispose of any and all debris from the site at the contractor's own expense.

Latex (water-based) paints will be accepted as long as they are allowed to dry to a semi-solid form in their original container and then placed in double heavy-duty plastic bags to prevent leakage onto the streets from our sanitation trucks.

All garbage put out for pick-up shall be contained in approved cans or bags no heavier than 50 lbs. in weight.

The established Village limit for pick-up is three 30-gallon containers or the equivalent. We all know that this limit is exceeded by most residents, but it is accepted within reason. In no way should anyone load the whole front of their property with debris and expect the Village to remove it. The sanitation crew will simply leave it all and attach a violation tag to it, and you soon will receive a visit from the Building Inspector with a summons.

We will work with all residents who have a problem and give us a proper amount of time to alleviate it. Many times we receive calls on Wednesday from people who are moving on Saturday and they need a whole house worth of debris removed immediately. We tell them that they had to have known about this move for weeks or months and that we could have accommodated them a little at a time at each pick-up if they had planned correctly. These people are then told that they must rent a dumpster from a private carter licensed by the Village if they require this immediate volume of service.

When purchasing new garbage cans, please try to keep them in the 30-35 gallon range maximum. We have seen the influx lately of monster receptacles some of which were designed to be lifted by mechanical robot arms. These receptacles when filled with garbage often exceed the weight limit and are unwieldy and dangerous for the crew to empty. The crews emptying your cans would prefer to dump two 30-gallon cans rather than one 50-gallon can. A simple test to perform while purchasing new cans would be to ask yourself if this would be the can of choice if you had to lift two thousand of these a day filled with garbage. We trust that residents will make the right choice.

## **YARD WASTE**

### **Wednesday from April to December - Entire Village**

The definition of yard waste is any type of vegetation that is growing on your property. This would include grass clippings, leaves, hedge and bush trimmings and limited amounts of tree branch trimmings.

Yard waste should be put out for pick-up only in heavy plastic bags no heavier than 50 lbs. or, in the case of tree trimmings, securely tied bundles of three foot lengths with the same weight limit. The maximum quantity per pick-up is six bags or bundles.

Under no circumstances will tree logs thicker than six inches or tree stumps heavier than 50 lbs. be accepted for pick-up. If you have a tree with a trunk thicker than six inches that you want removed, you should have a contractor remove it and cart away the debris. If you want to remove it yourself, you must rent a dumpster from a private carter licensed by the Village for the debris removal.

**NO LANDSCAPER GENERATED DEBRIS WILL BE PICKED UP AS YARDWASTE.** It is the responsibility of the homeowner to inform their landscaper that they are required by law to remove all debris from the property at their own expense.

### **RECYCLING (GREEN CAN)**

#### **Wednesday - Entire Village**

Residents are reminded that you are required to separate recyclables from regular garbage. Any containers or plastic bags containing mixed recyclables and garbage will NOT be picked up.

Recycle bins are available to purchase at Village Hall for \$16.00 and will be dropped off at your house on the next recycle day.

Recycling of tin, glass and plastics is performed every Wednesday by your regular sanitation crew. Recyclable items are basically metal, glass or plastic containers from food, beverage and laundry products. Styrofoam is NOT RECYCLABLE and should be put out with regular garbage. Please do not put deposit cans and bottles in your recycling can. They should be brought back to the place of purchase for a refund. Doing this will stop the problem of the early morning rummagers going through the recycling cans looking for the deposit items.

- **Unacceptable Glass:** Ceramics, window glass, automobile glass, headlights, mirrors, drinking glasses, serving dishes, light bulbs, fluorescent tubes, eyeglasses and deposit bottles.
- **Unacceptable Plastic and Cans:** Aerosol spray cans, paint cans, toxic or hazardous containers, diapers, plastic wrap, bags or toys.

### **E-WASTE RECYCLING**

#### **Wednesday**

E-Waste is for most electronic equipment, not appliances. Please call DPW to schedule a pick up.

### **NEWSPAPER RECYCLING**

#### **Tuesday - North Side of Jericho Tpke.**

#### **Thursday - South Side of Jericho Tpke.**

Newspapers and magazines are picked up by your regular sanitation crew on the north side of Jericho on Tuesday and the south side of Jericho on Thursday. These are the only items currently being accepted for recycling. Cardboard, phone books, computer and other types of paper should be put with your regular garbage. Newspapers and magazines should be bundled and securely tied with cord or duct tape or put into a brown grocery bag. Please do not put them in your recycling can or any other can because they may be missed during pick-up. Cardboard must be flattened and bundled together. Cardboard within boxes of cardboard and other cardboard debris will not be collected.

### **HOLIDAY SCHEDULING**

If a holiday falls on your regularly scheduled pick-up day, all items missed will be picked up generally the very next day. Your pick-up time may be later than usual due to the volume and quantity of items that are on the street. Any change to this pattern will be fully addressed in the quarterly Village Newsletter.

When a holiday falls on a weekday your sanitation pick up will be **POSTPONED** to the following day along with the regular scheduled pick up for that day.

**Martin Luther King Jr. Day**

Monday, January 16th

**Presidents Day**

Monday, February 20th

**Memorial Day**

Monday, May 29th

**Independence Day**

Tuesday, July 4th

**Labor Day**

Monday, September 4th

**Columbus Day**

Monday, October 9th

**Election Day**

Tuesday, November 7th

**Thanksgiving Day**

Thursday, November 23rd

**Christmas Day**

Sunday, December 25th

**New Year's 2024**

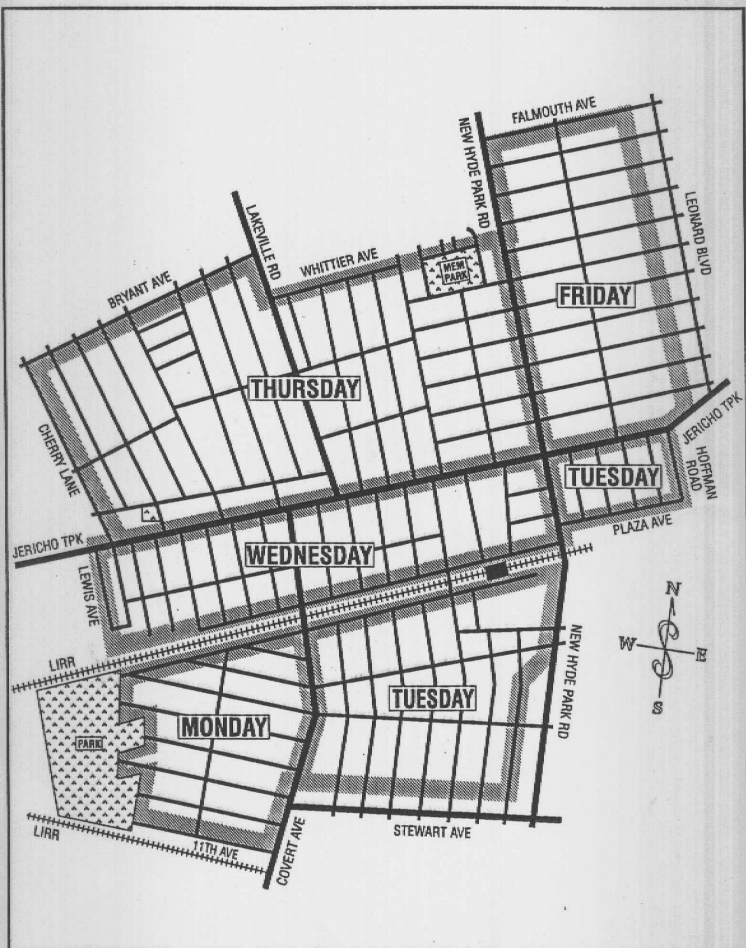
Monday, January 1st

## LEAF PICK UP - MAP AND SCHEDULE

Left collection starts the first week of November and concludes the third week of December.

Leaves can be placed loose curbside during this time for leaf collection.

**\*\*Anytime before or after leaf collection, all leaves can be bagged\*\***



## **CODE ENFORCEMENT**

The Department of Public Works governs code enforcement for parking regulations within the Incorporated Village. Parking restrictions are posted on signs at the entrances to the Village. They are as follows:

- **Speed Limit 30 MPH**
- **4 Hour Parking unless otherwise posted**
- **No Parking 3 AM to 5 AM, year round**
- **No Parking of commercial vehicles on residential streets anytime on Sunday, or from 6 PM to 8 AM Monday through Saturday, or whenever otherwise posted as prohibited.**
- **All Village metered parking is in force 8 AM to 7 PM Monday through Saturday.**

## **PARKING FACILITIES**

The Village maintains parking facilities for residents and non-residents. Restrictions are as follows:

1. Village residents bearing a license and registration with a Village address are entitled to purchase a yearly residential parking permit. This permit entitles the resident to park in the lot at South 12th Street and 3rd Avenue. There are resident parking spots in the Brooklyn Avenue lot, the Central Boulevard lot, the South 10th Street lot, and the Lakeville Road lot, as well.
2. Non-residents (and residents who need to) may park at meters in all of these lots, with the exception of the South 12th Street lot, which is open to permit-owning residents ONLY. Muni Meter parking is available at the LIRR station and at the Central Boulevard lot. Muni Meter Fees are \$5 per day. Anyone with a smart phone can utilize the flowbird app and pay their parking fees through the app. Utilizing the flowbird app incurs a small fee.

### **Special 'Class B' Parking Permits:**

Class B permits are available to residents whose homes were constructed before off-street parking requirements became Village Law. As such, these residences do not have driveways or garages and they are afforded space on the street to park. They pay a fee of \$50 per year and these spots are marked by signs indicating "Special Parking District."

### **Special 'Class A' Parking Permits**

Class A permits are available to Village businesses who pay a yearly fee for a class A parking spot. Class A spots are clearly marked in all Village Lots and along the LIRR station. No parking is allowed in Class A spots without a permit.

Please call/email **Code Enforcement** at **(516)388-8102** or email **code@vnhp.org** for questions regarding parking in the Village.

## **BUILDING PERMITS**

The Building Department governs the administration and enforcement of the Zoning Ordinance of the Inc. Village of New Hyde Park as well as the implementation of the New York State Building Code, Residential, Plumbing, Mechanical, Fuel Gas, Property Maintenance and the Energy Conservation Code.

The Village of New Hyde Park Building Department enforces the Village Zoning Ordinance and New York State Code. The Zoning Ordinance of the Village is separate from other jurisdictions, including the Town of North Hempstead and the Town of Hempstead.

The Village of New Hyde Park Building Department requires permits that other jurisdictions may or may not require. It is in everyone's interest to contact the Building Department to verify if any permits are required or not. If you are caught by Village Code Enforcement officer(s) doing work without permits, you may be subject to court fines and penalty fees. The Building Department is here to help all residents and building owners for their own safety and the well-being of others. It is best to contact us before the commencement of any project so that we can help you with the process.

The Building Department also assists all applicants in submitting applications to the various boards that applications may or may not need approval from for work to be done as follows:

1. Board of Trustees for Special Use Applications
2. Zoning Board of Appeals
3. Architectural Review Board/Planning Board

### **Board of Trustees (Special Use Application)**

The Board of Trustees is a 5 member board consisting of the Mayor, Deputy Mayor and 3 Village Trustees. Special Use applications are heard during the public hearing portion of the Public Meeting; which occurs on the 3rd Thursday of every month.

During this meeting the Board of Trustees also discusses various matters regarding the Village as well as any public concerns Village residents and/or business owners may have.

### **Zoning Board of Appeals (ZBA)**

The Zoning Board of Appeals is a 5 member board consisting of the Chairman of the Zoning Board and 4 Board Members. The Zoning Board conducts a monthly hearing on the 2nd Wednesday of every month provided there are cases submitted by the deadline.

The Building Department can only issue permits in accordance with the Zoning Ordinance of the Village of New Hyde Park. There are circumstances that, due to changes in the code or zoning regulations, one will need to seek a variance (construction that does NOT comply with the Zoning Ordinance) for approval. Since the Building Department can only issue permits that conform to the Zoning Ordinance, any application that

not conformed to code, the only way to obtain a permit is to seek a variance from the Zoning Board of Appeals. Once the ZBA approves said variance, only then can the Building Department issue a building permit after review of said conditions by the ZBA and conformance to NYS Building/Residential Code.

### **Architectural Review Board/Planning Board**

The Architectural Review/Planning Board is a 5 member board consisting of the Chairman of the Architectural Review Board and 4 Board Members. The Architectural Review/Planning Board conducts a monthly hearing on the 4th Wednesday of every month provided there are cases submitted by the deadline.

The Architectural Review Board was instituted to maintain the architectural aesthetic of the neighborhood and the Village in it's entirety. They are concerned with the colors, materials and overall composition of the design in keeping with the neighborhood. For example, one may want to change the siding color of the home from white to blue. This doesn't require a Building Permit, but will require approval from the Architectural Review Board. However, if you are constructing a porch or second floor; that changes the look of the original house, you would be required to file a building permit and also seek the approval of the Architectural Review Board.

The Planning Board was created to ensure that properties within the Village were developed in an efficient manner that protects the character, value, health and safety of the neighborhood.

Projects may require one or more approvals from any combination of these boards. All applicants and/or owners should contact the Building Department to help assist navigating the process.

### **New Home Owners**

All new home owner's are encouraged to come into Village Hall after purchasing their home to submit information that they are the new owner of the property so that we may update all of our information appropriately.

During this time, we also encourage you to inquire about all permit processing, volunteering on different committees and/or other services that may be beneficial to both you and the Village.

Please call/email Building Department at (516) 354-0022 xt. 4 or email [building@vnhp.org](mailto:building@vnhp.org) for questions regarding Building Department matters.

## **MY VNHP App**

To access useful information from your phone, report issues, ask questions, receive important news and updates from the Village, download the "My VNHP" app from the Apple or Google Play stores. To report issues through the app, simply tap 'Start Request' on your screen, type your comments, and attach pictures if applicable. Once you click submit the request is sent directly to the department responsible for resolving it. Status requests can be tracked and verified in the app. Once the issue has been resolved a notification is sent out.

## **GENERAL INFORMATION**

### **Village Department of Public Works:**

Sanitation, Recycling, Streets and Highways, Trees, Code Enforcement

Phone: 516-354-0064

Weekdays between 9:00 AM and 3:00 PM

### **Village Hall:**

Village Clerk, Court, Building Department, Permits, Licenses, Tax and Assessment

1420 Jericho Turnpike New Hyde Park, NY 11040

Main Office: 516-354-0022 Village Court: 516-354-6330

Weekdays between 8:45 AM and 4:15 PM; Monday - Friday

### **Code Enforcement:**

Parking Questions / Complaints : 516-388-8102 & code@vnhp.org

### **Town of North Hempstead**

220 Plandome Road Manhasset, NY 11030

Phone: 516-869-6311

### **Town of Hempstead**

1 Washington Street Hempstead, NY 11550

Phone: 516-489-5000

### **Handicap Parking Permits**

Nassau County Office for the Physically Challenged

60 Charles Lindbergh Blvd. Uniondale, NY 11553

Phone: 516-227-7399

### **New Hyde Park Little League**

Village Hall

1420 Jericho Turnpike New Hyde Park, NY 11040

Phone: 516-354-3613

### **New Hyde Park Fire Department**

1555 Jericho Turnpike New Hyde Park, NY 11040

**For an EMERGENCY - FIRE or AMBULANCE - Call 516-742-3300**

Administrative Office for Non-Emergency Calls: 516-437-5541

### **Nassau County Police Department - 3rd Precinct**

214 Hillside Avenue, Williston Park, NY 11596

**FOR AN EMERGENCY CALL 911**

Non-Emergency Calls: 516-573-6300