

Village of Bellerose
Incorporated 1924



Nassau County, NY

**RESIDENT
HANDBOOK**



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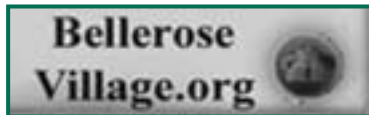
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Message from the Mayor

Dear Neighbors,

Welcome to the Village of Bellerose. A unique historic community nestled in Nassau County. The Village embraces tree lined streets and magnificently appointed single family homes. Its school district ranks as one of the best in Nassau County.

The Village sits on 77 acres and contains 387 homes, as well as a business district which can be found on Jericho Turnpike. The founder of the Village was Helen Marsh. She was a visionary who experienced success in a variety of business enterprises in an era when few doors were open to women. The Village was purposely built in a fan like fashion originating at the Bellerose train station with no two homes alike. Today over seventy five years later we honor her vision and purpose by having the Village Hall, Police Booth and Fire Department placed on both the National and State Registers of historic places.

The Village is governed by a Mayor and Board of Trustees, who are responsible for legislation, and enforcement, of the various codes. These codes, which may seem strict to some, are what keeps our Village the beautiful place it is, which is the reason you chose to live here.

Bellerose is a strong, vibrant community. Our Fire Department, which is all volunteer, is subsidized by your tax dollars. The members of the Department drill every Tuesday evening and are always looking for new members. You should consider joining them. In an effort to increase recruitment, the Village and Nassau County passed legislation for a real estate tax incentive for all active members who are homeowners.

There are also social organizations like the Junior Women's Club and the Woman's Club. Both of these groups organize many civic and educational projects which benefit the community. One of the highlights of the Fall season is the Annual Village-Wide Garage Sale, which is sponsored by the Junior Women's Club.

Our recreation area, which is located next to the Village Hall, has two tennis courts and a play area for the children of our community. The Recreation Commission sponsors a bi-annual picnic down at the train station parking lot for all residents, for a fee, which is usually attended by hundreds of people. Our holiday celebrations are wonderful, from the Fire Department's Annual Turkey Raffle to the Tree Lighting to the "best decorated house" contest.

You will be glad you chose Bellerose Village as your home. You will boast to your friends and families about it. You will come to know Bellerose Village for the wonderful place it is. You will know that we live up to our Village slogan: Bellerose Village . . . An American Beauty.

Again, welcome.

Tom Van Buskirk
Mayor



Village History

(A more detailed description is available at the Village Hall)

The Village of Bellerose was founded by Helen M. Marsh. Helen Marsh was born in Andover, New Hampshire, on March 5, 1868, and died in Sarasota, Florida on February 1, 1954, just weeks before her eighty-sixth birthday. Marsh was a visionary who experienced success in a variety of business enterprises in an era when few doors were open to women. Founding and building up the Village of Bellerose was just one of her many achievements during an adventurous and productive life but, perhaps, the work closest to her heart.

Great speculation surrounds the question of how Bellerose got its name. At the time the land for Bellerose was purchased, there was a large farm south/southwest of the railroad that had been owned by Joseph Rose. A shed stood on his property along the railroad tracks about 1,000 feet west of the present station. In pictures of this shed, the name "Bellerose" is visible. Since the shed predated Marsh's arrival on Long Island, she clearly did not originate the name. However, she must have been content with the name because a picture of the property dating from 1907 features an empty field with a huge advertising billboard bearing the name "Bellerose."

Important Dates in Village History

- 1914 -- Women's Club founded
- 1916 -- Fire Department organized
- 1917 -- Civic Association formed
- 1924 -- Village incorporated
- 1925 -- Women's Club erected
- 1926 -- Tennis and Skating Club opened
- 1928 -- St. Thomas's Church erected
- 1930 -- Fire House & Village Hall built
- 1954 -- Helen Marsh died on February 1st
- 1985 -- Village purchased Women's Club building as new Village Hall
- 1995 -- "Bellerose Village: An American Beauty" won slogan contest
Slogan submitted by John Ardino of Pennsylvania Boulevard
- 1998 -- Four Village Studio, a cable TV channel for news from
Bellerose Village, Floral Park, South Floral Park, and Stewart
Manor, inaugurated



Village Government

Mayor & Trustees

The Village is governed by a Mayor and a four-member Board of Trustees, with the assistance of several other appointed officials and citizen volunteers. Trustees are elected each year, three in odd-numbered years and two in even-numbered years. The Mayor is also a member of the Board of Trustees, and is elected in odd-numbered years for a two-year term.

The Board meets on the fourth Monday of every month to approve Village bills and address other matters of Village concern. At all monthly meetings, members of the general public can bring their matters of concern and comment before the Board. The Annual Organization meeting is held on the first Monday in April. It is at this meeting that the annual appointments of Commissioners, etc. are made.

In addition to the regular legislative functions, each Board member is responsible for overseeing various aspects of Village government, including trees, grants, sanitation, traffic safety, libraries and special projects.

Other Village officers are instrumental in overseeing the day-to-day operations of the Village, including the Village Clerk, the Court Clerk and the Village Attorney.

Finances

The Village's fiscal year runs from June 1 through May 31. Village taxes are due on June 1, and are payable at Village Hall. A late penalty is added July 2. County and town taxes are due January 1 and July 1. School taxes are due October 1 and April 1.

Justice Court

50 Superior Road

(516) 358-2692

courtclerk@bellerosevillage.org

Judicial matters in the Village are handled by the elected Village Justice, with the assistance of the Court Clerk. The Village Justice is elected for a four-year term. The Acting Justice is appointed by the Mayor and Board of Trustees for a one-year term. Court sessions commence at 6:00 p.m. on the third Wednesday of every month. The members of the Justice Court are the Village Justice, Acting Justice, Court Clerk and Bailiff.

Village Attorney

(631) 598-1400

The Village Attorney is legal counsel to the Mayor and Board of Trustees. The Attorney renders advice, opinions, drafts legislation for amendments to the Village Code and represents the Village and its officers in legal matters where the Village is a party.

Village Prosecutor

(516) 294-3400

The Village Prosecutor is responsible for prosecuting violations of the Code of the Village of Bellerose as well as violations of the Vehicle and Traffic Law of the State of New York. All such prosecutions take place in the Village Justice Court.



Village Operations

Village Clerk's Office

(516) 354-1000

villageclerk@bellerosevillage.org

The Village Clerk is responsible for the day-to-day operations of the Village. The Clerk's office is open from 9:00 a.m. to 4:30 p.m. daily, and the Clerk and Deputy Clerk are happy to answer any questions.

The Clerk's office is a good source of information for a variety of questions regarding Village operations and services or permits and licenses, including voter registration, New York State dog licenses and handicapped parking permits, and applications for veterans or volunteer fire fighter's property tax exemptions.

Building Department

(516) 354-1000

The Village of Bellerose Building Department was created by the Mayor and Board of Trustees to fulfill the requirements set forth in the Bellerose Village Code. Department employees are appointed by the Mayor and the Board of Trustees to serve specific terms.

The Village of Bellerose has adopted the New York State Construction Code to be applicable in its entirety to govern the construction and alteration of all buildings within the boundaries of the Village. In certain instances the Village has adopted more stringent standards, and where there is a conflict between the Code of the State of New York and the Code of the Village of Bellerose, the latter shall govern.

The Building Department serves a dual purpose. In addition to ensuring that public buildings are maintained in good and safe condition, the Department also receives applications, reviews them and issues permits for the erection and alteration of buildings or structures or parts thereof located within the boundaries of the Village. Permits may only be issued by the Building Department if the alterations or new construction meet the Code and Zoning requirements cited in the Village Code.

In certain instances, having to do with the external appearance of the properties undergoing alteration or new construction, additional approval may be required by the Board of Architectural Review.

The final step in the process is obtaining an updated certificate of occupancy by the owner. This is necessary to update the records for the property.

Maintaining accurate records for each of the properties within the Village is important to the owner. In many instances these records are the primary documents reviewed for insurance purposes or when change of title (either transfer or sale) is being executed.



Board of Architectural Review

(516) 354-1000

The main purpose of the Board of Architectural Review (BAR) is to preserve and promote the character and appearance of the Village, and by doing so, to conserve the property values of the Village. In order to promote the architectural character of the Village and to encourage quality architectural design, the BAR provides procedures for the review of the exterior of all residential, commercial and other structures proposed to be constructed, reconstructed, altered or remodeled in the Village, including signage, fencing, driveways, walkways and the like.

The Board of Architectural Review meets every second Wednesday of the month at 8:00 p.m. to review applications forwarded to the Board for approval by the Building Department. The Board requires a combination of architectural drawings, sketches, photographs, and product catalog cuts and material samples suitable to thoroughly describe and represent the proposed new construction, reconstruction, alterations or remodeling. Applications that inadequately describe the proposed work or the nonattendance of the applicant at his or her assigned BAR meeting may delay a BAR decision.

Applicants should consult with the Village Clerk regarding specific application requirements. Applicants should request a preliminary meeting with the Board while the project is in its initial design stage to review proposed projects that will substantially affect the appearance, design or development of any residential or commercial structure or property.

The Board of Architectural Review is dedicated to work with our neighbors in maintaining the beauty of our Village, one of the Village's most important assets. The Board consists of a Chairman and several members, all of whom volunteer their time and talent.

The replacement, modification or addition of the following must be reviewed and approved by the Board of Architectural Review:

- Exterior doors
- Storm and screen doors
- Windows
- Roofs
- Railings
- Awnings
- Walkways
- Driveways
- Exterior fixtures
- Fences
- Gazebos
- Trellises
- Commercial or institutional signs

Residents are advised to submit exterior paint colors to the Board if the proposed color could be deemed exotic in nature, or create discord with respect to other homes or structures located within the village.



Board of Appeals

The Village Law of New York State mandates that the Village have a Board of Appeals. The Board of Appeals consists of five members, each serving a five-year appointment. The Board is considered to be a quasi-judicial body, similar to a county court judge. Its actions and findings are subject to legal constraints.

The Board of Appeals is responsible for interpreting the Village Zoning Law. It has the power to hear and determine appeals from and to review any order or decision made by the Building Inspector. An applicant for a building permit, variance or other authorization who disagrees with the decision of the Building Inspector, for example, may appeal to the Board for a review of the decision. Under appropriate circumstances and after the proper notice and procedures, the Board of Appeals may:

- Vary the application of zoning regulations for irregular lots
- Vary the application of zoning regulations in cases of exceptional topography in order to safeguard neighborhoods
- Grant temporary and conditional permits for nonconforming uses in undeveloped sections
- Determine district boundaries in case of disputes
- Permit the extension of certain nonconforming uses or structures
- Permit public utilities in restricted zones
- Determine whether certain trades or uses would violate the zoning regulations
- Vary height regulations in order to accommodate such structures as church spires, belfries, ornamental towers, flagpoles, chimneys, scenery lofts and parapet walls

It is considered impossible to compose a zoning law which will fit every conceivable situation. The application of the provisions of a zoning law may be infeasible in a given situation because of the unique characteristics of a particular piece of property. Consequently, the Board of Appeals and its ability to grant variances serve an important function of providing flexibility in the application of the Village's zoning regulations.





Forms for applying for a variance from the provisions of the Village Zoning Law or from a decision of the Building Inspector are available from the Village Clerk's office. Filing an application does not guarantee the granting of a variance. The applicant must present valid, acceptable reasons for the variance. The applicant must present factual evidence to support the application. Applicants should be aware that they agree to pay all costs of the application process. Applicants may represent themselves at the public hearing or they may be represented by an attorney or any other individual they choose as their agent.

For additional information regarding the Board of Appeals and the process for seeking appeals or variances, see Village of Bellerose Code Chapter 210, Zoning, Article V, and Chapter A215.





Village Services

Department of Sanitation

(516) 354-1000

The Sanitation Department is responsible for removal of all refuse, both regular household garbage and bulk pickup. It is the responsibility of each household to place its trash at the rear of the house and to ensure that no vehicles block the pathway to the street. Representatives from the private carter hired by the Village will not pick up trash and recyclables if there is a risk of injury to themselves or to your vehicles. Any questions regarding failure to pick up or other complaints should be directed to the Sanitation Commissioner through the Village Clerk or via e-mail.

Residents requiring bulk pickup must call the Village Hall with a description of what is to be removed no later than the Wednesday prior to the Tuesday pickup. The following bulk items will not be picked up: concrete, construction materials, dirt, or toxic items such as car batteries and paint cans. Carpets must be rolled and tied. Loose lumber and branches must be tied in bundles of four feet or less.

Residents must also separate recyclables, which should be tied in bulk or rinsed out, put in a bag and placed in the green recycling bin provided by the Village. The following are accepted recyclables:

- Newspaper and magazines (place in a container, paper bag, or tie with string)
- Glass (rinsed; labels & caps may remain)
- Cans (rinsed; labels & caps may remain)
- Plastic (only those items stamped with a recycling emblem)

Do NOT recycle any of the following: light bulbs, ceramics, mirrors, safety glass, aerosol cans, paint cans, chemical containers, magazines, books or telephone books.

Garbage pickup is Tuesday and Thursday commencing after 8:00 a.m. Both garbage and recyclables are collected on Thursday. Bulk pickup is provided on Tuesday.

Fire Department

(516) 358-2960

The Village Fire Department, incorporated in 1923, provides fire emergency services to Bellerose Village, and mutual aid to the areas that immediately surround the Village. It also performs inspections of the commercial properties in the Village to ensure compliance with the Fire Code.

www.bellerosefd.org





The Fire Department is a volunteer organization, and members are always needed. Anyone interested in membership may call the firehouse at the number listed, contact the Department via e-mail, or come to the firehouse on any Tuesday evening at 8:00 p.m. The Fire Department Directors and Officers may also be contacted via the website listed above.

Hours of Operation:

- On call 24 hours per day, 7 days per week
- Regular drills and meetings held each Tuesday at 8:00 p.m.

Bellerose Village Website

villagewebsite@bellerosevillage.org

BelleroseVillage.org was created to give residents 24-hour access to Village information. The website includes a calendar which lists upcoming events, meetings and other pertinent information. The Mayor's Message is also posted on the site each month and past messages are available as well. The most interesting section of the website is the Galleries section. Here you will find pictures which were taken at various Village events such as the tree lighting and the Village picnic. For those looking to apply for permits, .pdf versions of the permit applications are available for download. Finally, the most useful section of the website is the searchable version of our Village Code. Residents can search the Code by key words or phrases and the most relevant passages will be made available.



If you have any suggestions on how we can improve the site, feel free to e-mail us your suggestions.

Parking

Parking is allowed in the Residential District, except during the following time periods:

- * Daily between 2:00 a.m. and 6:00 a.m.
- * Monday - Friday, 10:00 a.m. to 12:00 noon and 2:00 p.m. to 4:00 p.m.



Recreation

The Recreation Commission arranges for events during the year in which all residents are invited to participate. Notice of these events appears on the Village website or by circulation of a flier.

The Village Recreation Area next to the Village Hall on Superior Road is open for use of Village residents and guests only. Tennis permits are required to play on the tennis courts and may be obtained free of charge at the Village Hall.

Recreation Commission

(516) 354-1000

The Bellerose Village Recreation Commission was founded in 1978 to provide recreational facilities and programs to residents. Its purpose is to encourage community involvement and celebrate Village life.

The Recreation Commission coordinates holiday events, children's programs and recreation facilities.

Recreation Area/Tennis Court Guidelines

The following are the guidelines for recreation and tennis court areas:

1. The areas are open from 9:00 a.m. until approximately 8:00 p.m. each day. Closing time will change depending on the season.
2. The areas are for the sole use of residents and their guests.
3. All residents, and their guests, should wear their recreation badges while using the play area.
4. No pets are allowed in the areas under any circumstances.
5. The tennis courts should be relinquished after one hour of play.
6. Proper attire is to be worn at all times in these areas. Appropriately soled non-scaff sneakers must be worn on the tennis courts.
7. Loud and/or obscene language, alcoholic beverages and fighting are strictly forbidden.
8. Children under the age of seven must be accompanied by an adult.
9. The slide and gym are for children ages 12 and under.
10. Bicycles, rollerskates and rollerblades are not permitted on the tennis courts.
11. Bicycles, when brought to the recreation area, should be neatly placed in the bicycle rack.



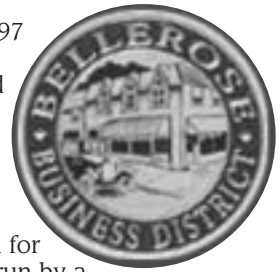
Community Organizations

Joint Bellerose Business District Development Corporation

(516) 352-6415

Info@BelleroseBusiness.org

The Joint Bellerose Business District Development Corporation (JBBDDC), a nonprofit business assistance and local development corporation, was founded in 1995 and incorporated in 1997 as a voluntary association to improve the commercial centers of Bellerose and to enhance the quality of life and shopping opportunities for Bellerose residents. It constitutes the first joint effort of the three Bellerose sectors to work together to overcome geopolitical divisions, and it unites our citizens and business communities in pursuit of a single goal: maintaining an attractive and viable shopping and business services area for all Bellerose residents. The Bellerose Business District is run by a Board of Directors, 40% of whom are residents and 60% of whom are business owners (50% each from Queens and Nassau Counties).



The Bellerose Business District works with local businesses to provide support and works to improve business conditions and opportunities. Among its accomplishments, the District has received grants from State Senators Balboni and Padavan for improvements to Jericho Turnpike/Jamaica Avenue, and new lamp poles and a decorative clock should be in place by 2004. The District also provides a matching grant program for storefront improvements.

There are close to 200 businesses located within the Bellerose Business District, ranging from small “mom-&-pop” type stores to divisions of major corporations. These businesses benefit from the District’s services, including publication of a directory of local businesses, improved access to municipal services and business and technical assistance services, including cooperative advertising and special workshops.

Bellerose Woman’s Club

The Bellerose Woman’s Club is a gathering of women of all ages, who meet together to further the social and intellectual interests of our community. The Woman’s Club meets on the second Tuesday of each month at 1:00 p.m., September through June. In addition to its programs on regular meeting days, the Woman’s Club sponsors a scholarship, donates to several charities, offers the “55 Alive” driving course, provides flu/pneumonia immunizations, and organizes short bus trips.



Junior Women's Club of Bellerose

The Junior Women's Club of Bellerose is a gathering of women who share a desire to support our community through volunteer service. They represent all the women of the Village - women with families and single women, younger and older women, women who work in the home and outside. The Club recognizes that by uniting their talents women can make the world a better place and enjoy some friendship and fun. All women over the age of 18 are welcome to join.

The Junior Women's Club meets monthly from September through May. Among its activities the Club organizes fundraising to benefit the many charities it's members support, provides scholarships for local students, organizes an annual blood drive, and sponsors the Village-wide garage sale, the annual plant and bake sale, various holiday activities, hosted speakers on social and health issues, and cultural arts contests.





Frequently Asked Questions

Can I have a swimming pool?

The Village Code only allows a wading pool with no filters. Please see the Village Code.

Can I have a fence around my property?

The Village Code allows fences of only a certain size and only up to a certain point on your property line. Please see the Village Code.

Can I side my house with vinyl siding?

You must submit your application for a permit to the Board of Architectural Review for approval. Applications available at Village Hall.

Can I replace the windows or doors on my house?

The Board of Architectural Review must approve the style and shape, and a permit is required. Applications available at Village Hall.

When is garbage pickup and is it curbside?

Garbage pickup is every Tuesday and Thursday. It is picked up in your rear yard. Please don't put trash cans in front of your house.

What if I have a bulk item for pickup?

If you notify the Village Hall by Wednesday afternoon, your item should be picked up the following Tuesday.

What are the rules regarding shoveling snow?

All residents, within 24 hours of a snowfall, must remove from their sidewalk any snow or ice which has accumulated. Please do not shovel snow into the street.

What are my options if my application for a building permit is refused?

If you feel that your application for a building permit was unjustly denied, you may bring your application to the Zoning Board of Appeals.



When does the Board of Trustees meet?

The Board of Trustees meets on the fourth Monday of the month, with the exception of July and August, when there are no meetings. It meets outside of these dates when necessary, and these times are posted on 4VS, channel 18 as well as on the bulletin board outside of the Village Hall.

What are the parking rules?

You may park on the street any time except between the hours of 10:00 a.m. and 12:00 noon, and 2:00 p.m. to 4:00 p.m. each weekday. Parking on the street is never permitted between the hours of 2:00 a.m. and 6:00 a.m.

Am I responsible for removing the leaves I rake from my lawn?

Your gardener, if you have one, is responsible for leaf removal. If you do not have a gardener, the Village will pick up your leaves, provided that they are raked 18 inches from the curb and are not piled too high.

When are the streets cleaned?

The streets are swept every two weeks or as needed during the spring, summer, and fall months.

What are acceptable hours for work to be performed on my home?

The most acceptable hours are between 8:30 a.m. and dusk. Please see the Village Code for more details.



Calendar of Events

Monday

Village Board Meeting (fourth Monday of each month)

Tuesday

Garbage bulk pickup (weekly)

Fire Department meets — 8:00 p.m. (weekly)

Woman's Club meets — 1:00 p.m. (second Tuesday of each month, September through June)

Wednesday

Board of Architectural Review meets - 8:00 p.m. (second Wednesday of each month)

Justice Court in session - 6:00 p.m. (third Wednesday of each month)

Thursday

Garbage & recyclable pickup (weekly)

Saturday

Other Monthly Meetings

Junior Women's Club (September through May) see calendar



Contact Information

Village of Bellerose

50 Superior Road
Bellerose Village, New York 11001
www.bellerosevillage.org

Village Clerk

(516) 354-1000
VillageClerk@bellerosevillage.org

Village Court

(516) 358-2962
CourtClerk@bellerosevillage.org

Village Attorney

(516) 354-1000
villageattorney@bellerosevillage.org

Village Prosecutor

(516) 354-1000
villageprosecutor@bellerosevillage.org

Board of Architectural Review

(516) 354-1000
trustee1@bellerosevillage.org

Board of Appeals

(516) 354-1000

Department of Sanitation

(516) 354-1000
trustee2@bellerosevillage.org

Recreation Commission

(516) 354-1000

Bellerose Fire Department

50 Superior Road
(516) 358-2960
www.bellerosefd.org

Nassau County Police Department

3rd Precinct
(516) 573-6300

**DIAL 911 FOR
EMERGENCIES**



The enumeration of or summary description of certain provisions of the Bellerose Village Code is not intended to be a complete statement of the Village rules and regulations regarding a particular matter. All residents are encouraged to speak to the relevant Village official or their own attorney or architect before taking any action which involves an interpretation of or compliance with the Code.

