

This handbook is published as a community service. The contents are not intended to state the exact provisions of any Village or State laws, but are only Informal summaries. For the precise terms of any law, please refer to the official Village of Hewlett Harbor Code of Laws, as amended. The official laws are binding and take precedence over any conflicting statements in the handbook.

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1987

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1998

INTRODUCTION

Hewlett Harbor is a unique residential village of which all residents can be proud. Information about the Village is enclosed in this handbook, which will be especially useful to new residents, as well as providing important information to all Village residents.

The handbook is not intended to take the place of the Village Code, which sets forth all Village ordinances, and which should be relied on for any legal or technical information you may need. The complete Village Code is available at Village Hall. In addition, pamphlets containing just the building code or zoning code of the Village are available to you, your contractor and architect at a nominal charge.

We try to maintain an open Village government and invite you to attend our monthly meetings and participate in Village affairs.

GERALD H. MORGANSTERN

Mayor

1998

TABLE OF CONTENTS

Page	
	VILLAGE OFFICIALS..... 1
	VILLAGE HISTORY.....2
	VILLAGE GOVERNMENT.....2
	VILLAGE ZONING GENERALLY.....3
	ZONING AND SETBACKS.....3
	BUILDING DEPARTMENT.....5
	BUILDING PERMITS.....5
	HIGHWAY DEPARTMENT.....5
	VILLAGE BUDGET BREAKDOWN.....6
	PROPERTY ASSESSMENT.....7
	SCHOOLS AND LIBRARIES.....7
	VOTER REGISTRATION.....8
	POST OFFICE.....8
	GARBAGE COLLECTION.....8
	SNOW ACCUMULATIONS.....9
	POLICE AND CRIME PREVENTION.....9
	FIRE DEPARTMENT.....10
	CABLE TELEVISION.....10
	TVASNAC.....10
	PARKING.....11
	VILLAGE SPEED LIMIT.....11
	PEDESTRIANS, RUNNERS AND BICYCLISTS.....11
	SWIMMING POOLS.....12
	PETS.....12
	TAG SALES.....12
	SOLICITING.....13
	NOISE.....13
	IMPORTANT TELEPHONE NUMBERS.....14

VILLAGE OFFICIALS

MARK WEISS
Mayor

LEONARD OPPENHEIMER
Deputy Mayor

MICHAEL YOHAI
GERALD MORGANSTERN
KENNETH KORNBLAU
Trustees

Village Attorney:	Merik R. Aaron, Esq.
Village Clerk:	Susan Galante
Deputy Village Clerk:	Michelle Blandino
Code Enforcement Officer:	Emil Cocchiarella
Code Enforcement Officer:	Norman L. Wax
Village Treasurer:	Todd Graber
Police Commissioner:	Michael Yohai
Fire Commissioner:	Hillary Gelber
Public Works Commissioner:	Antonio Oliverio
Road Superintendent:	Gerard LeClair

ZONING BOARD OF APPEALS
Chairman: Dr. Edward Orzac
Norman Tipograph
Steven Gold
Anita Boomstein

BOARD OF BUILDING DESIGN
Chairman: Lewis Rosenthal
Stephen Moelis
Elliott Polinsky
Howard Gelber
Alison Smilowitz

Telephone: 374-3806
Fax: 374-3808

VILLAGE HISTORY

The Hewlett area takes its name from John Hewlett and his family who farmed the land three hundred years ago. It was Hewlett's dream to establish a safe home and secure livelihood for himself and his family. Willow Pond (our "duck pond") was the watering hole for his livestock.

In 1914, Joseph Auerbach, a famous lawyer, bought most of the land that is now Hewlett Harbor and built a summer residence. In the course of construction of the Auerbach house the remains of an Algonquin Indian chief were found. He was buried with copper beads called "Sewan" by Indians. Auerbach built a country club for use by his friends and named it after the beads. The Seawane Club was sold in the 1920's and the new owners determined that the two square miles of land purchased was far in excess of their needs. The excess land was developed and sold for one-family residential lots. No business use of any part of the property in Hewlett Harbor was then, or is now, permitted under Village zoning regulations.

In 1925 Hewlett Harbor was incorporated as a village. The village today consists of 439 one-family homes, the Seawane Club (now membership owned) and our Village Hall. The Village covers approximately two square miles.

VILLAGE GOVERNMENT

The Village of Hewlett Harbor is governed by a five-member Board of Trustees consisting of a mayor and four trustees who are elected for two-year terms in elections held in March. The mayor and two trustees are elected in even-numbered years, with the other two trustees elected in odd-numbered years. The Board adopts local laws, sets the budget and tax rate and supervises all Village departments and agencies.

The Village Board presently meets the second Thursday of each month at 7:30 p.m. in Village Hall on Pepperidge Road. Board agendas and other public notices are posted at Village Hall and all residents are encouraged to attend these meetings, which are open to the public. The Village Hall telephone number is 374-3806. The office is open daily from 9 a.m. to 4 p.m.

The mayor, with the consent of the majority of the Board, appoints officials and volunteers to various agency and committee posts. Some of the benefits of living in our

incorporated village are zoning protection, supervision of new construction and alterations, road maintenance, including snow removal, and a private security patrol.

VILLAGE ZONING GENERALLY

One of the primary advantages of being incorporated as a village is the ability to control community growth and development through zoning regulations. Zoning laws are a set of rules that maintain the community standards desired by its residents. It is important that all residents understand the guidelines whenever they seek to change or improve their property.

Property owners claiming some hardship or practical difficulties may petition for a variance from the strict application of the zoning laws through the Zoning Board of Appeals. Examples of petitions that come before the Board include:

- (a) Installation of a pool, patio or tennis court too close to the property line.
- (b) Building a home on an undersized lot.
- (c) Extension or expansion of a home too near the property line.

The procedure for requesting a zoning variance is:

- (a) The property owner obtains from Village Hall the necessary forms and instructions to file the request.
- (b) The completed forms, other required information and a filing fee are submitted to the Building Department.
- (c) A hearing on the petition is added to the agenda of the next meeting of the Zoning Board of Appeals.
- (d) A notice of the hearing is published in a local newspaper and neighbors directly affected are notified by mail.
- (e) The hearing is held in the Village Hall. The petitioner presents his arguments for approval of the request, explaining why existing law creates an undo hardship. Others may then speak either in favor of or in opposition to the petition.
- (f) All requests are determined on the merits of the individual case and are based on the nature and severity of the hardship.

ZONING AND SETBACKS

The entire Village is zoned for residential use. No business is permitted anywhere in the Village. However, the maintenance of a professional office by a doctor or dentist, for example, as part of his or her residence, is not considered a business. Details are available from the Village Clerk.

There are a number of yard areas on which a homeowner cannot build as it will infringe on community safety or neighbors' use of their land. Village zoning laws include the following:

Front yards are the area between the building and the street. No structures can be put there, nor can a house be extended into the minimum front yard setback area. A corner house has two front yards.

Rear setbacks are the area between the rear of the building and the property line. If your house does not back onto another property, but onto a street you have two front yards.

Side setbacks are the spaces between houses which must also be kept clear of temporary or permanent structures.

Under hardship conditions, exceptions (variances) may be obtained by petitioning the Zoning Board of Appeals.

The entire Village is zoned for residential use, however there are five residential districts, each with its own specific requirements as follows:

Type of Regulation	AA	A	AB	B	BX
Uses	See § 145-9 of Village Code				
Height	See § 145-10 of Village Code				
Size of lot (square feet)	43,560	26,000	26,000	14,500	18,000
Building area (percentage)					
Total	12½	25	25	30	25
Accessory	4	7	7	7	7
Front yards (feet)	50	35	35	25	30
Side yards (feet)					
Total	50	45	45	35	35
Each	25	20	20	15	15
Rear yards (feet)	30	30	30	25	25
Street frontage (feet)	150	125	125	95	100
Depth	150	100	100	95	100
Floor area (square feet)					
Alternative A					
Total	3,000	3,000	2,700	2,700	2,700
Ground story	2,000	2,000	1,800	1,800	1,800
Alternative B					
Total	2,700	2,700	2,400	2,400	2,400

Ground story	2,700	2,700	2,400	2,400	2,400
Alternative C					
Total	2,700	2,700	2,400	2,400	2,400
Ground story	1,350	1,350	1,200	1,200	1,200
Second story	1,350	1,350	1,200	1,200	1,200

BUILDING DEPARTMENT

The Village Building Department issues permits to build, inspects for conformity with the building code and issues certificates of occupancy. Most construction, plumbing and electrical work requires a permit from the Building Department and must conform to the New York State Uniform Fire Prevention and Building Code. Call Village Hall if you have any questions about whether the work you are doing requires a building permit. Building permits are required for opening of streets in order to lay pipes or wiring. Permit applications and requirements are available at Village Hall.

BUILDING PERMITS

A building permit is required for all additions, alterations and structural changes to existing structures, all new construction, plumbing work, installation of swimming pools, hot tubs, tennis courts, fences and walls. Approval of the Board of Building Design is necessary when the exterior is changed or if the alteration is substantial. To obtain a building permit property owners must supply the following:

- (a) Two copies of a survey of the property with alterations and additions, fences, etc., clearly indicated with dimensions.
- (b) Two sets of plans for the alterations and/or additions. Plans must be approved by the building inspector and may require the seal of a professional engineer or architect.
- (c) A completed building permit application.
- (d) A processing fee.
- (e) A construction bond (when streets may be affected).
- (f) Proof of worker's compensation insurance, or an affidavit from the property owner stating that he will be doing the work himself.
- (g) Approval of the Board of Building Design.

HIGHWAY DEPARTMENT

The Highway Department looks after our approximately eight miles of Village roads. This includes patching of potholes, snow removal, sweeping, clearing catch basins and maintaining Village signs. If there are street lights out, potholes or damaged street or traffic signs, please report them to Village

Hall during normal business hours. Maintenance of private roads within the Village is the responsibility of the road owners.

VILLAGE BUDGET 1998-99

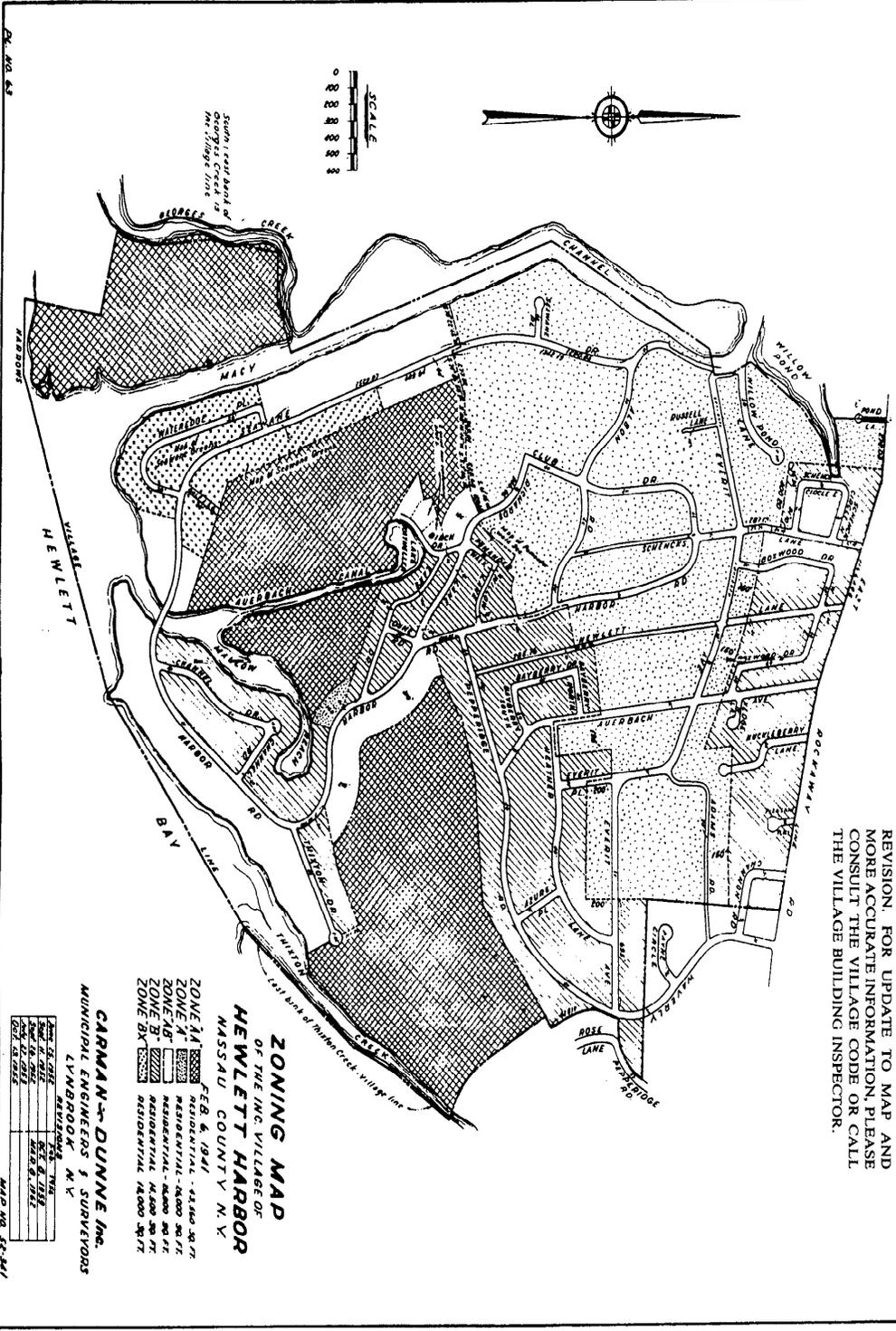
The Village tax on real property is based on the amount of money needed to fund provided services. In 1998 the annual tax rate is \$1.90 for each \$100 of assessed valuation. This tax is arrived at by the development of an annual budget based on the needs of the Village. Projected income from federal and state aid, license fees, building permits, fines, etc. and any surplus from the previous year are subtracted from the projected budget expenses, leaving the amount to be raised by the village tax.

The proposed budget is prepared by the Budget Officer of the Village and is submitted to the Mayor and the Board of Trustees for review and approval no later than the second Thursday in March. The budget is also subject to review and discussion at the public hearing, which is posted in the local weekly newspapers. There is ample time and opportunity for residents to make known their feelings about the proposed budget.

Taxes must be paid by June 30th. Late penalties begin to be assessed on the first business day in July. The names of delinquent taxpayers are posted in local newspapers.

For 1998-99 the budgeted revenues and expenses are:

Total Budget	\$366,000.
Projected Revenues	162,300.
Projected Amount Raised Through Taxes	203,700.



THIS MAP IS SUBJECT TO CONTINUAL REVISION. FOR UPDATE TO MAP AND MORE ACCURATE INFORMATION, PLEASE CONSULT THE VILLAGE CODE OR CALL THE VILLAGE BUILDING INSPECTOR.

ZONING MAP
 OF THE INC. VILLAGE OF
HEWLETT HARBOR
 NASSAU COUNTY, N. Y.

ZONE	DATE	DESCRIPTION
ZONE A	FEB. 6, 1941	RESIDENTIAL - 14,800 SQ. FT.
ZONE B	FEB. 6, 1941	RESIDENTIAL - 14,800 SQ. FT.
ZONE BK	FEB. 6, 1941	RESIDENTIAL 14,800 SQ. FT.

CARMAN & DUNNE INC.
 MUNICIPAL ENGINEERS & SURVEYORS
 LYMBROOK, N. Y.

SCALE
 0 10 20 30 40 50



South, east bank of
 the Village Creek

HEWLETT

HEWLETT

BAY LINE

HEWLETT HARBOR

ROCKAWAY

PROPERTY ASSESSMENT

The assessed value of land and improvements for tax purposes is determined annually for every property in the Village. The valuations determined by the Nassau County Board of Assessors are automatically accepted and used by the Village. Each year residents may use the grievance procedure to apply for a reduction in assessed value by the third Tuesday in February. Although a grievance form must be **filed** with the Village as well as the County, the Village will accept the County determination without the need of a separate hearing. Information on your assessed value and the Village assessment reduction application can be obtained from the Village Clerk. For information about the new STAR exemption and property tax assessment reduction procedures please call the Nassau County Assessment Department at 535-2311.

Veterans may be entitled to a partial exemption in assessed value for Town and Village Tax purposes (not for school taxes). To apply for the exemption, form EA-458a must be **filed** with the Village Clerk and the County Board of Assessors accompanied by information to prove eligibility. For further information contact the Veterans Tax Exemption Office at 535-2333.

SCHOOLS AND LIBRARIES

Children in our village attend the Hewlett-Woodmere school system (District 14) and in the southernmost area the Lynbrook school system (District 20). Each school district has elected officials, budgets and taxes and is completely autonomous. There are also separate library districts for Hewlett and Lynbrook which have the same borders as the school districts. Relevant telephone numbers are listed at the end of this handbook.

VOTER REGISTRATION

To register to vote in all general elections (except fire districts) residents should go to the Nassau County Board of Elections, County Seat, Mineola or to local motor vehicle department offices on Rockaway Blvd. in South Jamaica or Fulton Street in Hempstead. Registration by mail forms may also be available from the Board of Elections at 535-2411. For information about voting in the fire district elections, please contact the Fire Department.

POST OFFICE

Our Village is serviced by the U.S. Post Office located at 1245 Hewlett Plaza, Hewlett 11557-9998. The office has lobby hours between 8 a.m. and 5 p.m. Monday through Friday and from 9 a.m. to 1 p.m. on Saturday. Call 374-1798 for other postal information.

GARBAGE COLLECTION

Garbage and refuse collection services are provided by the Town of Hempstead. Our Village is part of Sanitation District #1. Garbage is picked up on Monday, Wednesday and Friday, followed by Tuesday and Thursday, alternating each week. Sunken garbage cans are acceptable however the Sanitation Commissioners recommend that new cans be of lightweight material and kept in above ground containers. All cans should be securely covered and kept in a screened area. Refuse or cans may not be placed between the front house line and the street. Plastic bags should not be left outside as they can be torn open easily by animals seeking food, including muskrats and raccoons which are common in our area.

Large items should not be put out until special arrangements have been made for pick up. Call Sanitation District #1 at 239-5600 for these free arrangements. Normally, pick-up of large items will occur within 48 hours.

If construction work is being done at your home, the contractor will be responsible for removal of all construction debris and it will not be picked up by the Sanitation Department. Dumpsters may not be placed in the street. They are permitted in driveways set back from the road during temporary construction periods.

SNOW ACCUMULATIONS

The Village maintains its own snow removal equipment. In the event of heavy snow, the Village will mobilize additional manpower and equipment to keep streets clear. Main streets through the community are given priority to provide access for emergency vehicles. The remainder of the Village will be cleared as quickly as possible.

During snow storms cars should be parked in garages and driveways. They should never be permitted to extend into the street as they could be hit by plows operating in blinding snow. Cars stuck in snow and blocking roads may be towed away at the owner's expense. Shoveling snow into a cleared street creates a hazard to drivers and is illegal.

Do not call the local schools for closing information. Each school district maintains a telephone calling system to advise you personally of snow closings. In addition, both the Hewlett and Lynbrook school districts announce closings on A.M. radio stations WGBB (1240) and WHLI (1100) and most news stations as well as WBAB (102.3) and WBLI (106.1) F.M.

POLICE AND CRIME PREVENTION

Our Village is served by the Nassau County Police Department.

In an emergency or to summon a policeman for any reason, call 911. We are serviced by the Fourth Precinct located at Broadway and Sheridan Avenue, Hewlett.

Many residents have burglar and fire alarm systems. These systems must shut off automatically after 15 minutes and must be registered at the Fourth Precinct. An alarm permit costs \$25 and is good for three years. We also encourage the use of central service stations in connection with alarm systems to minimize false alarms. The police and fire departments each have regulations governing excessive false alarms.

The Village engages a private company to patrol the Village on certain nights and week-ends. The patrol officer will monitor suspicious activities and call the police when appropriate. The officer will not make arrests and will work in coordination with the Nassau County Police. Only off-duty or retired police officers are eligible to work for our security patrol.

While the amount of crime in the Village is small we recommend that everyone be alert to any suspicious behavior or problem and immediately call 911.

FIRE DEPARTMENT

Fire protection for the Village of Hewlett Harbor is provided by the Hewlett Fire Department of the Hewlett-Bay Fire District which has one station house at 25 Franklin Avenue in the town of Hewlett. The fire emergency number is 374-1600 or dial "Operator". The Nassau County Fire Prevention Ordinance requires all fire alarm systems to be inspected and tested annually by a competent person and that written records of the inspection should be maintained on the premises protected.

Expenses of the Fire District include purchase and maintenance of facilities and equipment. The salaries of full-time personnel (dispatchers, etc.) are paid out of town taxes-but the fire department is manned primarily by volunteers who are on call around the clock. The district has five commissioners elected by the public.

Fire trucks need twelve feet of clearance on all public and private roads and driveways. Please keep your tree branches cut back so that your home is accessible and you do not cause injury to a firefighter or fire equipment.

CABLE TELEVISION

Cablevision Systems of Long Island has installed underground cables under a franchise agreement with the Village. For cable TV installation or service call 364-8400.

Residents are entitled to use the cable studio on Ocean Avenue in Lynbrook to tape and edit non-commercial programs for possible broadcast on public access cable channels.

TVASNAC

TVASNAC is the Town-Village Aircraft Safety & Noise Abatement Committee. It is the office of local government that concerns itself with the aviation noise and safety impact on the residents of the Town of Hempstead. The Committee is made up of an Executive Director, the Presiding Supervisor of the Town of Hempstead as Chairman and a member representing each of the thirteen villages in Hempstead that are affected by operations at Kennedy Airport, including Hewlett Harbor. About 75% of the funding comes from the Town, and the rest from the member villages.

The Committee meets with The Port Authority and the FAA, and has been instrumental in getting noise monitors placed around the airport, and a noise surcharge on all departing flights that exceed certain levels at the monitors. The Committee is also working toward elimination of certain types of aircraft and a better distribution of runway use. The Committee meets about every 6 to 8 weeks on a Thursday evening at the Lawrence Village Hall. The meetings are open to the public.

PARKING

Parking is permitted on Village streets, except where restricted by express signs and except during the hours of 2 a.m. to 7 a.m. In addition, special restrictions apply to tag sales. Off street or one side of the street parking is encouraged for safety and convenience at tag sales, open houses, parties and other large gatherings.

VILLAGE SPEED LIMIT

The Village speed limit is 30 mph, except where lower speeds are posted. Slower speeds are expected on curves and where cautionary signs are posted.

PEDESTRIANS, RUNNERS AND BICYCLISTS

The Village has no sidewalks, but maintains a right-of-way along most Village roads. Residents should not obstruct the Village right-of-way which may be used by pedestrians or runners. Please consult Village Hall if you have any questions about the right-of-way on your property.

Runners and walkers are required to stay on the extreme left side of the road. Bicyclists should ride with traffic on the right side of the road.

All walkers, runners and bicyclists must obey all street signs in the Village and are urged to wear reflective clothing at night. Bicycles are also required to have front headlights and reflective rear lights in the evening hours.

SWIMMING POOLS

Swimming pools are one of the most popular additions to property in the Village. However, in order that swimming pools do not become a danger or nuisance to neighbors, safeguards have been established. Some of these rules are:

All swimming pools, both in-ground and above-ground, must have a permit which can be obtained for a small fee at Village Hall.

The pool area must be completely enclosed with a fence at least four feet and maximum five feet above the ground. The fence gate must have a self-closing, self-latching device.. Adult supervision is essential when the cover is removed. Pools and decks cannot extend beyond setback requirements. Pool water can never be emptied into the street, but should be slowly emptied onto the pool owner's property.

PETS

Domesticated non-farm animals are permitted as pets. This excludes pigeons, chickens, farm animals and any animal classified as "wild." All dogs must be registered annually with the Village. Once the dog is registered at Village Hall, the owner will receive renewal notices from the State and the fee is payable by mail to Village Hall. Dogs must be on a leash or otherwise restrained. If a dog defecates in the street or on public or private property, the owner is required by health law to clean it up immediately. Dogs must not be permitted to bark excessively so they become a disturbance to other residents.

Village residents are permitted to maintain up to three dogs or three cats. The breeding of animals is considered a business and is prohibited in the Village.

TAG SALES

In order for a Village resident to conduct a tag sale on his or her property, a permit must be obtained from the Village. A resident is permitted to hold a tag sale once every three years for a continuous period of no more than three (3) days. The cost of a permit is \$50.00 per day. In addition, the resident must place appropriate signs along the street prohibiting parking on one side for the term of the tag sale.

SOLICITING

Soliciting is prohibited within the Village unless the solicitor has obtained a Village permit. If allowed, the solicitor must have a letter of permission and identification and can only solicit within hours set by the Village Board and to those residences who have not indicated to the Board that they do not wish solicitations. If you wish to prohibit solicitations on your property, please call Village Hall to obtain the necessary form. This prohibition also applies to advertising material and other fliers, circulars and pamphlets.

NOISE

Amplifiers and sound systems cannot be operated so they can be heard by adjoining property owners.

Gardening and construction work that involves the use of power equipment is permitted only from 8 a.m. to 6 p.m. Monday through Friday and from 9 a.m. to 5 p.m. on Saturday and Sunday.

IMPORTANT TELEPHONE NUMBERS

Complaints	
Aircraft Noise.....	747-1417
Cable TV.....	364-8450
Nassau County-Consumer Affairs.....	571-2600
Hewlett Harbor Village Clerk.....	374-3806
Fire Department or Emergency Service.....	374-1600
Garbage Collection (Sanitary District No.1).....	239-5600
Libraries	
Hewlett-Woodmere.....	374-1667
Lynbrook.....	599-8630
LILCO-Emergency - Gas.....	755-6900 or 1-800-490-0045
General.....	755-6000 or 1-800-490-0025
L. I. Water-Emergency or General.....	593-1000
Medical Help	
Ambulance.....	911
Drug and Alcohol Abuse.....	481-4000
Mental Health Information and Referral.....	489-2322
Poison Control.....	542-2323
Rabies and Animal Bite Information.....	571-1535
After Hours.....	571-3678
Suicide Prevention and Crisis.....	489-2322
Animal Bites.....	535-3272
Nassau County.....	535-3000
Police Emergency.....	911
Fourth Precinct.....	573-6400
Post Office.....	374-1798
Schools	
Hewlett-Woodmere.....	374-8000
Lynbrook.....	887-0256
Town of Hempstead.....	489-5000
Village Hall - telephone.....	374-3806
- telecopier.....	374-3808
Voter Registration.....	571-2411

TENNIS COURTS

No tennis court may be constructed unless a building permit shall be issued by the Building Inspector. Every application for a permit shall be accompanied by a dimensional site plan, drawn to scale and showing locations of all details, duly certified by a licensed professional engineer or architect. No tennis court shall be used unless a certificate of occupancy has been issued therefor.

No tennis court shall be constructed having dimensions of less than sixty(60) feet in width and one hundred ten feet(110) feet in length. Tennis courts shall be located only in the rear or side yards and shall conform to setback requirements for building accessories. No tennis courts shall be located in any front yard.

Every tennis court shall have fencing of not less than five(5) feet nor more than ten(10) feet in height on three(3) sides of the tennis court, which shall not include the side facing the dwelling.

No tennis balls shall be used in a manner that permits tennis balls to cross property lines on the property on which the tennis court is located.

No cover or enclosure of any kind shall be permitted over a tennis court. No tennis courts may be used between the hours of 11:00p.m. and 7:00a.m. For further information please contact the Village Clerk at 374-3806.

SIGNS

Any billboard, sign, advertisement, display or structure erected is hereby declared a public nuisance, and the Mayor or the Village Clerk is empowered to remove these without notice, and the cost or expense shall be charged against the owner or occupant of the premises.

The following are permitted signs for a dwelling in the Village of Hewlett Harbor, all of which shall be nonilluminated and nonmoving:

TYPE OF SIGN	SIGN AREA (square feet)	MAXIMUM HEIGHT OF TOP OF SIGN ABOVE GROUND (FEET)	MINIMUM FRONT YARD SETBACK (FEET)
1 real estate sign advertising premises on which the sign is located for sale, containing the following legend: FOR SALE, followed by a telephone number	6	3	20
1 professional sign indicating the name of the permitted profession and professional occupancy	2.5	8	5
Not more than 2 security protection system signs indicating that premises are protected by a security system	1	3	5
1 garage sale sign to be displayed only on sale days specified in permit	6	3	20

