

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fencing for Birch Hill Residents (Post Commander Policy #24-1)

1. Reference Resident's Handbook Fort Richardson, Appendix B.
2. The reference establishes guidelines for resident owned/installed fencing at personal quarters. This policy provides special/additional guidelines for Birch Hill (Quarters 64 through 82) residents only. Fencing packets can be picked up from the Engineering Technician in the Program Facilities Branch of Family Housing located in Building 602, Room 154.
3. All fences at Birch Hill will be four-foot high cedar fencing that matches the specifications of the government owned/installed fencing in other housing areas on the installation. The fences must conform to the diagram and dimensions available at housing. The resident is required to follow the procedures for obtaining approval stated in Appendix B of the Resident's Handbook. The occupant may request permission to leave the fence in place and donate it to the government or make arrangements with the next tenant to take the responsibility of ownership of the fence.
4. It is the responsibility of the resident to purchase, install, maintain and remove all fencing prior to departure or make arrangements with the next tenant to take the responsibility of ownership of the fence. Fencing could also be donated to the government.
5. Priority for government owned/installed fencing on Birch Hill has been established, but this action is slated for completion after other multiplex housing fences have been installed.
6. Point of contact for this action is Mr. Thomas B. Petersen, Chief, Housing Department.

DAVID L. SHUTT
LTC, AR
Post Commander

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APPENDIX B

FENCING

The resident, upon receiving prior written approval from the Family Housing Office, may construct a fence. Approval will be granted for construction of the fence upon favorable review by Family Housing of the resident's detailed fence plan and the resident's signed statement of understanding as to the Fort Richardson's fencing policy.

To obtain permission to install your own fence the following steps will be taken:

1. Clearly mark the area you wish to fence utilizing string, engineer tape, rope, etc. Provide design and measurements on diagram to the Housing Office.
2. Submit requests for approval in memorandum form to Family Housing, Building 602 Room 154, ATTN: Engineering Tech Office. If you have any questions please call 384-0334.



Upon review by the Engineering Tech of the marked area you wish to fence and your signed statement of understanding as to the post fencing policy, you will be granted approval to install your privately owned chain link fence. You will also be given a digging permit that you must complete. Once the permit is completed and Public Works, Enstar Gas, GCI Cable Vision, and ATU have verified a non-conflict for your fence, you may proceed to Self-Help and sign out a digging kit (subject to equipment availability). To schedule your final inspection upon completion of your fencing project, or if you have any questions contact the Engineering Tech Office at 384-0334. At the time of your final inspection a decal will be affixed to a fence post enabling Post Services to readily identify an authorized fence (not including decorative fences).

All costs incurred for installation, maintenance and removal will be borne solely by the resident. **Those residents scheduled to retire or clear quarters from 1 October through 30 April are required to remove fences prior to 1 October unless prior approval to do otherwise has been granted, in writing, by Housing.** Housing Inspectors will ensure compliance with this policy. If Public Works must have your fence removed after your departure, the costs will be collected from you.

Erecting a fence without prior approval and a completed digging permit subjects the resident to financial liability for correcting any damage, which may result. It is the resident's responsibility to complete the digging permit and maintain all documentation as to the authorization of the fence.

Only factory manufactured dog runs/pens (no larger than 100 sq. ft.) are authorized for use on Fort Richardson.

The only decorative fencing allowed will be between 12 - 24 inches high, will not present a tripping hazard and will only serve the purpose of defining property lines and decoration. Decorative fences can be placed less than 12 inches into the ground without an approved digging permit. Decorative fencing will not interfere with common-use areas and **will not** utilize landscape timers, metal stakes, string, etc. Decorative fencing located near sidewalks, which are maintained by Department of Public Works, must be removed prior to 1 October to prevent damages from occurring during plowing operations. Decorative fences **do not** have to be approved.

Please remember that if you plan to clear quarters during the winter months (late September - May) you will need to remove your fence during the fall months, if the fence is not removed by the time you clear your quarters, your fence may become the property of the government. Once the ground freezes you will have a difficult time removing fence posts and repairing the grounds.

FENCING STANDARDS:

- **Only** four (4) foot high chain link fence.
- Posts are cemented two (2) feet into ground.
- Fence should be a minimum of 6 inches from sidewalk for winter maintenance.
- Fence must have all components in place.
- Fence line may not interfere with a common sidewalk, man hole cover, green steam building, mail box, dumpster, electrical service, ATU, GCI Cable Vision, or Enstar Gas without prior approval from the appropriate agency.
- Fence must present a tight and straight appearance.
- Fence line must be kept neat and trimmed.
- Pets will not be tied to fences.
- Access to utility rooms will include gates or a clearance of three feet.
- Fence must be maintained according to Fort Richardson's fencing policy at all times.