

**Step by step instructions to obtain a fence permit.
You must follow this procedure in order to obtain the permit.**

1.
 - a. Fill out the top portion of the permit to include resident address, fence company name, resident name and phone number, under type of work put fence installation. Community manager will sign the permit on the North Haven Communities line when scope of work is complete. Project dates will be now thru 60 days from now. Resident will sign and date bottom of permit. This must be done before any other signatures are acquired.
 - b. Draw a scope of work with the community manager on the page provided in the packet.
 - c. Discuss and read the policy associated with permit.
 - d. Contact the fence company and discuss your fence options.
2. Call Alaska Dig Line (1-800-478-3121) they will contact the utility companies and within 48hr the utility companies will come to your home and paint any lines that determine where underground utilities run. Alaska Dig Line will ask you about your scope of work you drew with the community manager. They will ask you for your address and contact information. They will give you a ticket number that you must enter onto your permit packet in the signature location next to Alaska Dig. No signature is required from the Alaska Dig Line.
3. Go to the Environmental Office located at BLD 3023 Engineer Dr. This is located across the street from the post resale lot on Neely Rd. (361-9686) Signature required.
4. Go to Facilities Management Specialist office located at BLD 3015. This is located on Montgomery Rd at the end of Engineer Dr. Look for a single door with a sign Facilities and Dig Permits center of building. (361-6172) Signature required.
5. Go to the Alarm Controls Shop located at BLD 3022. This is located at the end of the building directly across the street from where you were just at Facilities Management. (361-6254) Signature required.
6. Go to OPS and Maintenance Division. This is in the same building (3022) as the alarm shop close to the center of the building. (361-7415) Signature required.
7. Go to the Fire Dept. This is located on North Post next to the Big White House (Quarters 1) in BLD 1049, Apt 9/10. (353-9164 or 361-9166) Signature required.
8. Go to the Telephone System BLD 1060 on Gaffney Rd. Located on North Post just around the corner from the fire department. (353-6800) Signature required.
9. After the utility companies have been to your home you may go to Doyon Utilities located at 3564 Neely Rd. Turn along the railroad tracks near American Tire. Look for the Doyon Utilities sign and follow the road to the brown metal building behind the fence. Two signatures are required.
10. Next you may go to RCI located at BLD 3015 Montgomery Rd. located at the East end of the building with the sign that says RCI and Housing. Do not go here until you have completed all previous steps. (361-4535) Signature required.
11. Go to DPW Business OPS Division for final signature building 3015, Montgomery RD 361-6296.
12. Go back to the community manager and turn in your completed permit.
13. Contact the fence company and schedule the installation of your fence.

Scope of Work

The scope of work must clearly identify where the fence will be authorized to go. Fences may not extend beyond the corner of a building and may only go directly behind the unit in which you occupy. Generally, fences will not exceed more than 40 feet behind a unit and size will be determined by the community manager. The following areas will be taken into consideration for location and size of a fence: safety, aesthetics and maximizing common use area for other residents in the community. No utility access will be enclosed. Only 4' chain link may be utilized.

Back View of House



Fence Information Paper

1. Fences may be obtained by the resident upon receiving prior approval by the North Haven Community Office. To obtain approval for fence installation, a request for approval must be submitted to your community office. In addition, a Dig Permit must be authorized by the Directorate of Public Works. Your community center can provide you with this paperwork.
2. The request for fencing must include a line drawing showing the proposed location of the fence. The resident and the Community Manager will prepare this line drawing at the time the scope of work is performed.
Fences will be limited in size to ensure safety and maximum common use areas are maintained for all residents.
3. Only 4 ft. chain link fences will be authorized. Fences will conform to the style and size limitations described in the request package. Residents may not install their own fence. Only licensed and insured fence installation companies may be used.
4. All costs incurred in erecting, maintaining, and removing a fence will be borne solely by the resident granted approval for the fence. Prior to being cleared from the quarters the resident must remove all fence materials. An exception for removal may be granted during winter moves so long as coordination has been made with the fence company for removal in the spring. Approval of these exceptions lies solely with North Haven Communities.
5. Erecting a fence without prior approval subjects the resident to pecuniary liability for correcting any damage which may result. It is the resident's responsibility to obtain approval and maintain all documentation as to the authorization of the fence.
6. The following restrictions will apply and must be adhered to:
 - Fence size will be determined based on location and upon approval of community manager. No fences will be built that bar entrance to the utility room (mechanical room) doors.
 - Fences will not be attached to any portion of the building.
 - Fence lines will be neatly trimmed and policed daily or privileges will be revoked.
 - Fences must be installed only by a licensed and insured fence installation company.
 - Posts must be a minimum of 6 inches from any sidewalks that border streets or parking areas to facilitate winter maintenance.
 - Fences must have all components in place.
 - Fences may not interfere with access to the quarters, common sidewalks, manhole covers (utilidor entries), mail boxes, dumpsters, electrical service, phone cables, television cables or landscaping.
 - Pets will not be tied to any portion of the fence and pet waste must be removed from the inside of a fenced area. No more than three piles of feces may be in the fenced area at any time.
 - Fences may not interfere with exterior mechanical room access, fire hydrants, electrical boxes and safe egress from behind a building.
 - Fences in the new Northern Lights area and new construction at the end of 8th St. may only have surface installed fences



Fence Company Contact Information

Diamond Fence: 907-456-6087

Perma Fence: 907-978-3084

