



Hanscom Family Housing
101 Northbridge Road
HanscomAFB, MA 01731

Phone: 781-861-5062, Fax: 781-274-7717

Fence Installation Request Form

Approved pending prior to installation

1. Mark off the area for requested approval (guidelines below)
2. Contact Dig Safe (888-344-7233) to receive a certificate number
3. Place a maintenance work order (781-861-1471) to approve area based on:
 - **Chain Link Only**
 - **No more than 50ft. from the back of the unit**
 - **No taller than 4ft in height**
 - **No side fencing is permitted**
 - **Cannot block walkways**
 - **Minimum of 1 gate**
 - **Cannot block access to mechanical room/HVAC systems**
 - **Cannot interfere with other yards/common areas or their landscaping access**
 - **Hand-dug only - cannot be cemented in**

Address: _____ Date: _____

Resident Name: _____ Signature: _____

Leasing/Maintenance Use Only: Approved _____ Disapproved _____

Conditions/Notes:

- By installing a fence, you become responsible for all landscaping within that area.
- Area must be kept in a clean condition free of pet waste and debris.
- Fence is required to be removed, and landscaping back to its original condition, prior to final inspection unless stated at pre-inspection by leasing/maintenance inspector.

Signature: _____ **Date:** _____

Leasing Agent/Maintenance Technician