



STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
PROPERTY APPRAISAL DIVISION

INSTRUCTIONS FOR NUMBERING INTENTS

Legislative changes effective April 1, 2002 require that municipalities assign the operation numbers for both the Notice of Intent to Cut Wood or Timber (PA-7) and the Notice of Intent to Excavate (PA-38).

FOR YOUR CONVENIENCE, AT THE BEGINNING OF THE TAX YEAR THE DEPARTMENT WILL PROVIDE TO YOU PRE-PRINTED NUMBER TRACKING SHEETS TO ASSIST YOU IN THIS PROCESS.

PROCEDURE:

1. The Municipalities shall assign an operation number for the Notice of Intent to Cut Wood or Timber and for the Notice of Intent to Excavate for the April 1, 20** tax year.
2. After a Notice of Intent to Cut or a Notice of Intent to Excavate has been signed by the assessing officials, an operation number shall be assigned. The number will consist of:
 - a. The last 2 digits of the tax year, followed by a hyphen (-);
 - b. The municipality number code assigned by the department, (refer to the pre-printed form under "TOWN"), followed by a hyphen (-);
 - c. The municipality operation number for the year followed by a hyphen (-); and
 - d. The upper case letter "T" for the Wood/Timber Intents or an upper case letter "E" for the Excavation Intents.

YEAR		TOWN			OP #					
*	*	-	0	0	0	-	0	1	-	T
*	*	-	0	0	0	-	0	1	-	E

3. The operation number shall be written on the front side, in the upper left corner of the original Notice of Intent.
4. Record and keep track of your Intents on the enclosed pre-printed forms.
5. After the operation number has been written on the original Notice of Intent and recorded on your pre-printed form, copies of the Notice of Intent should be distributed as directed on back of the Intent form.
6. **PLEASE PAY CLOSE ATTENTION TO SUPPLEMENTAL INTENTS:** Supplemental Intents received for existing operations should be assigned the **same** operation number as the Original Notice of Intent. Write the **Original** operation number in the upper left corner of the Supplemental Intent. Copies of the Supplemental Intent should be distributed accordingly.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE TIMBER/GRAVEL CLERK AT (603) 230-5950