



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
Municipal and Property Division**

INSTRUCTIONS FOR NUMBERING INTENTS

For your convenience, an Excel version of the Number Tracking Sheets for the PA-38, Notice of Intent to Excavate is available for download on the DRA website at: <https://www.revenue.nh.gov/mun-prop/property/gravel.htm>

1. Download the Excel worksheet to your computer.
2. Open the document.
3. To create the current year form.
 - Make sure you are on the first sheet labeled **1-24**
 - Enter:
 - Current Year and
 - Town Name
 - In the two white cells ONLY:
 - Cell **A4 YEAR** - Enter the 2-digit Year
 - Cell **B4 TOWN** – Enter the 3-digit Town Code preceded by an apostrophe (Ex: '001)

The other two sheets are linked to the first and All sheets have been saved ready to print.

PROCEDURE for NOTICE OF INTENT TO EXCAVATE:

1. After a Notice of Intent to Cut or a Notice of Intent to Excavate has been signed by the municipal assessing officials, an operation number shall be assigned.
2. The operation number shall be written on the upper left corner of the original Intent in the designated boxes.
3. Record and keep track of your Intents on the enclosed pre-printed forms.
4. After the operation number has been written on the original Notice of Intent and recorded on the Intent Tracking Sheet, copies of the Notice of Intent should be distributed as directed on back of the Intent form.

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 in the designated boxes of the Supplemental Intent. Copies of the Supplemental Intent should be distributed accordingly.

If you have any questions, please contact the Department at (603) 230-5950 or send an e-mail to gravel@dra.nh.gov.