

NOTICE OF INTENT TO EXCAVATE

The “Notice of Intent to Excavate”, form PA-38, is now available on the NH Department of Revenue Administration’s web site as a “fill-in” and printable single page form.

The link to the form followed by general instructions is as follows:

<http://www.revenue.nh.gov/forms/2013/documents/pa-38-extended.pdf>

These Forms are in PDF format. You will need the free Adobe Acrobat Reader or may need to update to the most recent version to view the files.

<http://get.adobe.com/reader/>

An owner can fill out the form on line and print it off, or print the form and fill it in manually.

The form and \$100 administrative filing fee made payable to the State of NH, if applicable, shall be filed with the Assessor’s office of the municipality where the property to be excavated is located.

If the owner’s e-mail address is provided on the form, the copy can be e-mailed to them unless otherwise indicated.

If the owner does not have internet access, the form can be obtained from the Assessor’s Office (603-516-6014) or through the NH Dept. of Revenue Administration (603-230-5950).

REPORT OF EXCAVATED MATERIAL PROCEDURE

The “Report of Excavated Material”, form PA-39, and The “Excavation Tax Certificate”, form PA-40 will be generated and printed as single page forms by the NH Department of Revenue Administration and will be either mailed or e-mailed (as indicated) to the owner.

When the excavation is complete, the owner will complete and sign the report and send it to the municipality.