

LINE INSTRUCTIONS FOR FORM OHF 1 AND FORM 98 OW

Vehicle Pet and Non Pet Resident Animal Reporting Forms

Village of Owl's Head Falls

Revision 01 25

GENERAL INSTRUCTIONS

Use Form OHF 1 to report vehicles pets and certain non pet resident animals located on property within the Village of Owl's Head Falls.

Use Form 98 OW to report animals that reside on the property but do not consider themselves pets and have not consented to such classification.

Forms must be filed monthly. Filing monthly is required even if no information has changed. The Village recognizes consistency as a virtue.

Keep a copy for your records.

WHO MUST FILE

You must file if during the reporting month you owned resided on, visited frequently, or felt morally responsible for a property within village limits and were aware of the presence of a reportable vehicle, pet, or non pet resident animal.

Ignorance does not excuse filing but may be noted.

WHEN TO FILE

Forms are due by the last day of each calendar month.

Late filings may result in follow up correspondence. Follow up correspondence may result in additional follow up correspondence.

DEFINITIONS

Vehicle The term vehicle means any object capable of motion whether or not it currently moves. This includes cars, trucks, trailers, recreational vehicles, carts, sleds, and items once intended to transport people, goods, or ambition. A vehicle does not cease to be a vehicle merely because it no longer starts is missing parts or is referred to as a project. A vehicle continues to be a vehicle even if it was purchased for the purpose of "overcompensating."

Pet The term pet refers to any animal that has been named, fed, acknowledged, spoken to, described as "my baby," given the moniker "little," defended during an argument, described as a member of a family, or introduced to guests. An animal may be considered a pet even if the resident denies it especially if the animal responds to its name, sleeps indoors, or has opinions.

Non Pet Resident Animal A non pet resident animal is an animal that lives on the property but maintains emotional independence from the residents. Such animals may accept shelter, food, admiration, or indirect benefits while rejecting ownership. Gerbils frequently fall into this category. Non Pet Resident Animals should project an air of detachment that conveys, "I can leave here if I want to."

Primary Residence Primary residence means the place an animal returns to repeatedly, including for sleep, nesting, hiding, observation, or judgment. An animal may have more than one primary residence but must be reported if any such residence occurs on the property.

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PART I GENERAL INFORMATION

Line 1 Property Owner or Resident Name

Enter the name of the individual who considers themselves responsible for the property. This may include an owner, tenant, caretaker, heir, executor, sibling, "cat mom," "cat dad," "dog mom," "dog dad," or person who routinely retrieves the mail. If multiple individuals believe they are responsible, enter only one name.

If responsibility is disputed the village recommends choosing the person least surprised to be contacted.

Line 2 Property Address

Enter the complete address of the property including street name number and any identifying descriptors that assist in locating the property. Do not abbreviate street names.

Sheds, porches, outbuildings, stationary vehicles, and emotionally significant trees are considered part of the property for reporting purposes.

Line 3 Reporting Month and Year

Enter the calendar month and year for which the information is being reported.

Forms must be filed monthly even if nothing occurred. Failure to file because nothing happened is not considered a valid explanation.

PART II VEHICLE REGISTRATION

Complete Part II for each vehicle present on the property during the reporting month. Attach additional Vehicle Schedules if needed.

Line 4 Vehicle Type

Select the category that most closely describes the vehicle. If none apply select Other and specify.

A vehicle does not stop being a vehicle simply because it no longer starts has flat tires or is referred to as sentimental. A vehicle does not stop being a vehicle on the date you become embarrassed by it.

Line 5 License Plate State and Number

Enter the issuing state and license plate number exactly as displayed. If no plate is present enter none.

Vehicles without plates are still vehicles.

Line 6 Vehicle Description

Enter the make model year and color. If unsure provide your best estimate.

Descriptions such as "old blue thing" or "jalopy," or "POS," or "my sons car" are discouraged but not prohibited.

Line 7 Distinguishing Features

List decals, racks, dents, modifications, noises, or traits that would allow recognition from a distance or while squinting.

Line 8 Vehicle Photograph

Indicate whether a photograph is attached or was previously submitted. Photographs should reflect the current condition of the vehicle.

Photographs of the vehicle when it was new are not helpful.

Line 9 Operated Between Dusk and Dawn

Select Yes if the vehicle is operated during nighttime hours even occasionally.

Line 10 Parked Near Trees or Streams

Select Yes if the vehicle is parked near trees, streams, nesting areas, or places where animals pause and assess risk.

Line 11 Produces Noticeable Noise

Select Yes if the vehicle produces engine, exhaust, alarm, mechanical, or personality related sounds.

Line 12 After Market Lighting or Sound Systems

Select Yes if lighting, alarms, speakers, or similar devices have been added after manufacture including those described as subtle.

Line 13 Pets Ride in This Vehicle

Select Yes if any pet rides in the vehicle at any time including short trips or "quick rides."

Line 14 Windows Closed When Pets Ride

Answer only if Line 13 is Yes. Select Not Applicable otherwise.

Line 15 Checked Under Vehicle for Animals

Select Yes if you routinely check under or around the vehicle before operating it.

Line 16 History of Animals Nesting on Vehicle

Select Yes if animals have nested on under or inside the vehicle at any point. Documentation is encouraged but not required.

Line 17 Vehicle Nickname

Enter the nickname by which the vehicle is commonly known if any. Nicknames reveal emotional attachment and should be reported accurately.

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PART III PET REGISTRATION

Complete one Pet Schedule for each pet.

Line 18 Pet Name

Enter the name the pet is called most often and or the name of the pet as listed in other documents such as a birth certificate, veterinary records, or training paperwork.

Do not include nicknames on this line.

Line 19 Nickname

Enter all additional names, titles, or variations used.

For example if a dog named Francis is also called Frankie, Frank, Frankee Poo, Franky Boy, list all.

Line 20 Species

Select the species that most accurately describes the pet.

If cross breed attach a separate sheet. For example: if a black and white cat resembles a large squirrel and you believe there was prior intra-species marriage in the lineage, a full description is required.

Line 21 Breed or Type

Enter the breed if known. If unknown enter unknown.

Guessing is permitted only for medical reasons.

Line 22 Date of Birth or Estimated Age

Enter the date of birth if known or provide an estimated age.

Statements such as: "old," "just a kitten," "a lil puppy," or "my baybeeee" are insufficient.

Line 23 Name of Mother

Enter the name if known. If unknown leave blank.

For legal purposes (see Briere v Owl's Head Village) do not speculate on parentage unless documentation exists.

Line 24 Name of Father

Enter the name if known. If unknown leave blank.

Speculation remains discouraged.

Line 25 General Disposition

Check all descriptors that apply.

This assists the village in understanding temperament, sound potential, and apology likelihood.

Line 26 Vocalization Level

Circle a number from one to ten reflecting typical sound level — not special occasions.

Very loud startling meows are eight to ten. Regular hissing, growling, or screeching automatically qualifies as ten.

Line 27 History of Interaction With Owls

Select Yes if the pet has seen, heard, chased, been chased by, or stared at an owl.

This includes the reverse scenario. If the pet intimidated or emotionally abused an owl further review will occur.

Line 28 Outdoors During Dusk to Dawn

Select Yes if the pet is outdoors during nighttime hours. Describe why you would leave a pet outdoors at night.

Line 29 Collar Present

Indicate whether the pet wears a collar or visible identification.

If the collar contains a phrase, slogan, or message attach a separate page explaining its meaning.

Line 30 Microchip Present

Indicate whether the pet is microchipped to the best of your knowledge.

Line 31 Awards or Recognition

List awards, titles, certifications, or notable achievements. If animal is descended from nobility, please indicate in this line.

Examples of achievements include saving a drowning person, assisting an older resident calling emergency services, detecting illness, or similar civic contribution. It does not include being brought onto an airplane wearing a fake orange vest and being described as a "support animal." We are all supported by our pets.

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PART IV FORM 98 OW NON PET RESIDENT ANIMAL DECLARATION

Complete this section if an animal resides on the property but is not considered a pet.

Line 32 Property Owner or Resident Name

Enter the same name as Line 1.

Line 33 Property Address

Enter the same address as Line 2.

Line 34 Approximate Date Residency Began

Enter the date the animal began residing on the property to the best of your recollection.

Line 35 Animal Classification

Select the category that most closely applies. Only one category should be selected. Gerbil categories are intentionally specific due to their status as an endangered species within Village limits.

Line 36 Primary Location on Property

Select all areas where the animal rests, nests, hides, or observes.

Line 37 Residency Ongoing

Select Yes if the animal continues to reside on the property. Select Seasonal if residency varies.

Line 38 Gerbil Addendum Estimated Number

Complete only if a gerbil category was selected.

Line 39 Gerbil Household Structure

Select the structure that best matches observed behavior.

CERTIFICATION

By submitting Form OHF 1 or Form 98 OW you affirm that the information provided is true, complete, and supplied in good faith.