

NOTICE OF COMPLETION OF GROUNDWATER DEVELOPMENT

**Horse Creek Controlled
Groundwater Area (HCCGWA)**

For a completed groundwater well or developed spring in the HCCGWA where the water has been put to use for the purposes identified with a maximum use of 35 GPM not to exceed 1 AC-FT per year.

Filing Fee \$125.00
Make checks payable to DNRC

FOR DEPARTMENT USE ONLY

Notice No. _____ Basin _____
 Priority Date _____ Time _____ AM -PM
 Rec'd By _____
 Fee Rec'd \$ _____ Check No. _____
 Deposit Receipt # _____
 Payor (if different from name(s) listed in item 1 below) _____
 Refund \$ _____ Date _____
 Deficiency Letter Sent _____

- ⇒ Your priority is determined by the date of filing, which if improperly filed, may be changed.
- ⇒ Use if your well is within the Horse Creek Controlled Groundwater Area (HCCGWA) on the attached map. Go to the web site <http://dnrc.mt.gov/divisions/water/water-rights/controlled-ground-water-areas/horse-creek> to learn more about the Horse Creek Controlled Groundwater Area (HCCGWA).

PLEASE READ THE HORSE CREEK CONTROLLED GROUNDWATER AREA (HCCGWA) INSTRUCTIONS SHOWN ON PAGE 3 BEFORE COMPLETING THIS FORM.

- A. The volume used per year may not exceed 1 acre foot or 325,851 gallons. If your use is more than 1 acre foot per year you must submit an Application for Beneficial Water Use Permit.
- B. A Notice of Completion of Groundwater Development Form 602 can only be submitted on a parent tract within HCCGWA (see map of parent tracts here: http://dnrc.mt.gov/divisions/water/water-rights/docs/cgwa/horsehreek_parenttractmemo.pdf). Only one Groundwater Certificate can be issued per parent tract after 10/01/2011. Reservoirs cannot be filed on under a Notice of Completion of Groundwater Development Form 602.
- C. All new wells must have a 0.75-inch access tube (PVC) to within five feet above the pump to allow static water level measurements to be taken and have an operational measuring device (flow meter) installed to record total volume. Static water level measurements must be taken quarterly and recorded on the measurement report (see pg. 4). Send the completed measurement report to the Billings Regional Office by January 15 each year.
- D. Water use for lawn and garden must be discontinued when the three-month standard precipitation index (SPI) is less than or equal to -1. The SPI for HCCGWA is posted here: <http://dnrc.mt.gov/divisions/water/water-rights/controlled-ground-water-areas/horse-creek>

1. **NAME(S)** _____
MAILING ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
PHONE # HOME _____ WORK _____ CELL _____
EMAIL ADDRESS _____

2. **HAS THIS WATER BEEN PUT TO USE FOR THE PURPOSES ON WHICH YOU ARE FILING?**
 Yes No If no, this form cannot be filed at this time.

3. **DIVERSION USED TO OBTAIN GROUNDWATER**
 a. Well – Attach well log Developed Spring
 b. Is a flow meter installed? Yes No If no, this form cannot be filed at this time.
 Current volume reading on flow meter: _____
 c. Is there a .75-inch access tube for measuring static water level installed? Yes No
 Current Static Water Level: _____

4. **FLOW RATE USED** _____ GPM If greater than 35 GPM, this form cannot be filed.

5. **PURPOSE AND PERIOD OF USE** – Check those that apply and answer applicable questions.

Domestic
 Number of Bedrooms in first home: _____
 Used January 1 - December 31 Yes No If no, from _____ to _____
 Number of Bedrooms in second home: _____
 Used January 1 - December 31 Yes No If no, from _____ to _____

Lawn and Garden

Water use for lawn and garden must be discontinued when the three-month SPI is less than or equal to -1. The SPI for HCCGWA is always posted here: <http://dnrc.mt.gov/divisions/water/water-rights/controlled-ground-water-areas/horse-creek..>

Number of Acres _____ or Square Feet _____
Used April 1 - October 31 Yes No If no, from _____ to _____

Stock Number and type of stock _____
Used January 1 - December 31 Yes No If no, from _____ to _____

6. POINT OF DIVERSION – Location of the well or developed spring.

____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W
County _____ Tract # _____ COS # _____ Gov't Lot # _____
Subdivision Name _____ Lot _____ Block _____
Street Address, including City/State/Zip Code _____

7. PLACE OF USE – Enter the 17 digit geocode(s) for parcels where water is used. Geocodes can be found in county records, tax statements, or at <http://svc.mt.gov/msl/mtcadastral/>.
Geocode(s): _____

IS THE PLACE WHERE WATER IS USED THE SAME AS THE POINT OF DIVERSION? Yes No
If no, enter the land description below.

____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W
County _____ Tract # _____ COS # _____ Gov't Lot # _____
Subdivision Name _____ Lot _____ Block _____
Street Address, including City/State/Zip Code _____

8. REQUIRED MAP - A detailed plat map, aerial photo or USGS quadrangle showing the well location, place of use and other existing groundwater developments is required.

9. AFFIDAVIT OF OWNERSHIP OR WRITTEN CONSENT - ORIGINAL owner signatures are required; copies will not be accepted.

I have possessory interest in the property where the water has been put to beneficial use and I have the exclusive property rights in the ground water development works **OR** I have attached written consent of the person owning the groundwater development works and/or written notification to the land owner pursuant to MCA 85-2-306(1).

I declare under penalty of perjury & under the laws of the State of Montana that the foregoing is true & correct.

Printed Name _____

Applicant Signature _____ **Date:** _____

Printed Name _____

Applicant Signature _____ **Date:** _____

Visit <http://dnrc.mt.gov/divisions/water> for additional water right related information.

SEND THE FORM TO:

DNRC
WATER RESOURCES REGIONAL OFFICE
1371 RIMTOP DR
BILLINGS MT 59105-1978

FOR QUESTIONS CONTACT:

PHONE: 406-247-4415 FAX: 406-247-4416



FORM 602, NOTICE OF COMPLETION
Horse Creek Controlled Groundwater Area (HCCGWA)
Instructions

To use this form, you must be able to check the boxes below.

- This is the ONLY well on this parcel of land.
- The groundwater has been used for domestic, lawn & garden, and/or stockwater.
- The development is located on a Parent Tract of land.
- The source is groundwater, meaning any water located beneath the ground surface. The water is diverted from the ground via a well, or developed spring.
- The groundwater is not filling a reservoir, pond, or other type of impoundment.
- The flow rate diverted from the groundwater is 35 gallons per minute or less.
- The total volume used for domestic, lawn & garden, and/or stock does not exceed 1 acre-foot per year (AF/YR).
A water use table, Form 615, is available on the DNRC website or use the following calculations.
 - Domestic use: 3 Bedroom = 300 gal/day; 4 bedroom = 350 gal/day; 5 bedroom = 400 gal/day
 - Lawn & garden: 2.5 AF per acre
 - Stock: .017 AF per year per animal unit (AU) (1 cow or cow/calf pair = 1 AU; 1 horse = 1.5 AU)

If the water use exceeds 1 AF, you must file an Application for Beneficial Water Use Permit, Form 600.

Complete items 1 through 9 ONLY if you have determined this is the correct form to file.

Item 1. Enter the complete name of the person to be listed as the water right owner(s), their mailing address, and phone numbers. This will generally match property ownership (names on deeds).

Item 2. If you mark 'No,' you cannot file this form at this time. Once water has been put to use, you may file the form.

Item 3. Check the type of groundwater development used to obtain the groundwater. If the source is a well, provide the well driller's name. Attach a copy of the well log if it is available. You must have a flow meter installed and operating in order to use the well and file this form. There must also be a .75 inch access port installed for measuring static water level. You must take a current reading of both the flow meter and the static water level. Do not enter the static water level shown on the well log. Record the flow meter and static water level on the attached measurement report as a quarterly reading. You can also find this report on the website at: <http://dnrc.mt.gov/divisions/water/water-rights/controlled-ground-water-areas/horse-creek>.

Item 4. Enter the flow rate actually used, which may not be the same as the tested flow rate listed on your well log.

HOW TO DETERMINE THE FLOW RATE YOU ARE PUMPING FROM A WELL

Using a directly connected spigot (generally the frost-free hydrant located near the well head), turn the water on until the pump comes on and stays on. Time how many seconds it takes to fill a 5-gallon bucket. Use the following formula to calculate the flow rate: $300 \div \text{number of seconds} = \text{flow rate in GPM}$.

HOW TO DETERMINE THE FLOW RATE YOU ARE PUMPING FROM A DEVELOPED SPRING

Locate a point where the largest amount of water from the spring can be captured. Using a 5 gallon bucket, time how many seconds it takes to fill the bucket. Use the following formula to calculate the flow rate: $300 \div \text{number of seconds} = \text{flow rate in GPM}$.

Item 5. Check the purpose(s) for which the water is currently being used. Only 1 Form 602 can be filed per lot. Be sure to put all of the water to use prior to filing this form. If the water is used during the months specified, check 'Yes'. If not, check 'No' and enter the months and days water is used each year. Only Domestic, Lawn and Garden (includes shelterbelt) and Stock purposes can be filed on this form. For all other purposes you must file an Application for Beneficial Water Use Permit.

Item 6. Enter the land description for the location of the well or developed spring. Describe the location to the nearest 10 acres ($\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$) if possible. Legal land descriptions, subdivision names, geocodes, and certificate of survey information may be obtained from the tax statements, county records, or from the Montana Cadastral system at:

<http://svc.mt.gov/msl/mtcadastral/>.

In addition to the legal land description, enter the following information.

Subdivisions – Enter the lot and block or tract number, and subdivision name.

Government Lots – In addition to the land description, enter the government lot number.

Certificate of Survey – In addition to the land description, enter the survey number.

Street Address – Enter the physical address of the development including city, state, & zip code.

Item 7. Enter the geocode(s) of the place of use.

If the place of use is generally the same as the point of diversion, check 'Yes' and proceed to Item 8. If not, check 'No' and continue with Item 7 (using instructions for Item 6) to describe the place of use.

Item 8. Required Map- Maps submitted with this form should include the following: North Arrow, Section, Township, Range, and an X where the development is located and some indication of where water is used. The same X can be labeled as the "place of use" if the place where water is used is the same as where the well or developed spring is located. If water is piped to other locations indicate where it goes and what it is used for in those locations. If the required information is included on the map, DNRC will confirm the written land description matches the map. If it does not, DNRC will change the legal land description to match the map. Also indicate on the map any other groundwater developments on your property.

Item 9. If the statements are correct, print your name, then sign and date the form. All owners (or trustees) listed in Item 1 should sign the form. ***If the owner is a business or trust, include the title of the representative(s) signing the form (i.e. president, trustee, managing partner, etc.)*

Horse Creek Controlled Groundwater Area Annual Water Measurement Report

Name: _____
 Water Right Number: _____
 Report for Year: _____

STATIC WATER LEVEL MEASUREMENTS

(Measure from the ground surface to the water level. Do not measure from the top of casing.)

Quarter	Date	Static Water Level	Name of Person Taking Measurement
January			
April			
July			
October			

VOLUME MEASUREMENT

The beginning measurement will be last year's ending measurement.

Meter Reading - Gallons	Date	Name of Person Taking Measurement
Beginning		
Ending		
Total Gallons (ending minus beginning = total gallons)		
Total Acre-Foot (total gallons ÷ 325851 = acre-feet)		

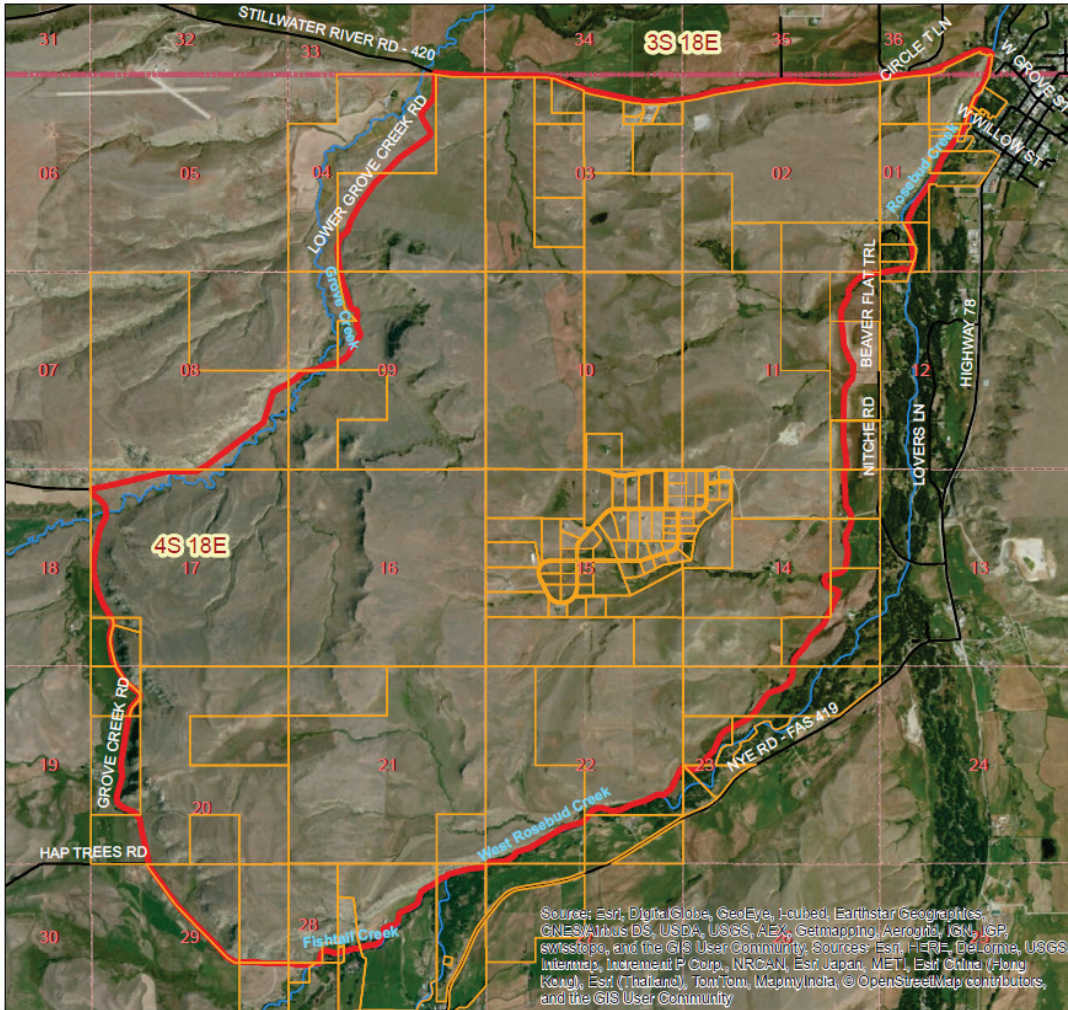
HOW TO MEASURE STATIC WATER LEVEL

Your static water level (often simply called "the water level") is the distance from ground level down to the water in your well.

- To determine your static water level, you'll need a small steel weight (a nut); a fishing float; and fishing line or string.
- Attach the weight to the end of the line or string. Attach the bobber one inch above the weight.
- Remove the well cap and lower the weighted end with bobber into the well casing.
- When the bobber reaches the water level, the line will go limp. You'll feel a slack in the line.
- At the point where you feel the slack, mark the line at the top edge of the casing (you can tie a small knot in the line, use tape or a marker)
- Pull the line back up from the casing.
- Measure the length of the line from the bobber to the marked line. This is your static water level.

Signature _____ Date _____

Horse Creek Controlled Groundwater Area



Legend

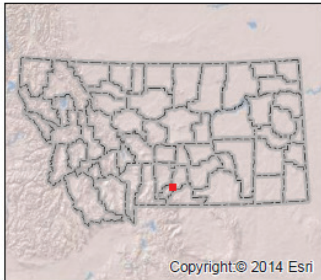
- Export_Output
- Controlled Groundwater Area

This map is a snapshot in time of the parent tracts of land that existed within the Horse Creek Controlled Groundwater Area as of October 27, 2011.

0 0.125 0.25 0.5 0.75 1 Miles

N

Location Map



Submit the form annually by January 15 to:
 Billings WRD Regional Office, 1371 Rimtop Dr, Billings MT 59105