Form No. 602 R 01/2016

# NOTICE OF COMPLETION OF GROUNDWATER DEVELOPMENT

Use this form for completed groundwater developments where the water has been put to use for the purposes identified with a maximum use of 35 GPM not to exceed 10 AC-FT per year.

Incomplete forms will be returned.

**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. If it is determined this form was improperly filed, your priority date may be changed.*
- ⇨ If your development is within a Controlled Groundwater Area, this form cannot be used. Contact your Regional Office for more information.

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**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 YOU ANSWER NO, YOU CANNOT FILE THIS FORM AT THIS TIME.)***

***3.* DIVERSION USED TO OBTAIN GROUNDWATER**

☐ Well – Attach well log, if available. *Water Well Contractor Name:*_____
☐ Developed Spring (Excavation performed at the spring location)
☐ Pit/Pond – Surface Area _____ Acres _____Depth

**4. FLOW RATE USED** _____GPM (***Cannot Exceed 35 GPM)***

**5. COMBINATION OR SHARED DEVELOPMENT**

a. Are there other groundwater developments on your property? ☐ Yes ☐ No

***If yes****, how far away are the existing groundwater developments from this new groundwater development? Provide a DNRC water right number for each.*

_____

_____

b. Is this development used for another water right or by another user? ☐ Yes ☐ No

***If yes****, please explain how and provide a DNRC water right number for each.*

_____

_____

**6. PURPOSE AND PERIOD OF USE:** Check those that apply and answer applicable questions

☐ **Domestic:** Number of homes supplied: _____
Year round use? ☐ Yes ☐ No If no, from _____ to _____, inclusive of each year.

☐ **Lawn & Garden:** *Include only watered area. Do not include house footprint, driveway, graveled areas, etc.*
Total size of lawn & garden - length x width _____ **-OR-** Number of Acres _____
April 1 – October 31 ☐ Yes ☐ No If no, from _____ to _____, inclusive of each year.

☐ **Irrigation:** *(Do not include Lawn & Garden Irrigation)*
Type of crop _____ Total Crop Acres Irrigated _____
April 1 – October 31 ☐ Yes ☐ No If no, from _____ to _____, inclusive of each year.

☐ **Stock:**
Number & type: (Ex: 100 Cows & 1 Horse) _____
Year round use? ☐ Yes ☐ No If no, from _____ to _____, inclusive of each year.

☐ **Other:** *(Do not include purposes described above)*
Describe the purpose of the use _____
Amount of water used _____ gallons per day Number of days used _____
Year round use? ☐ Yes ☐ No If no, from _____ to _____, inclusive of each year.

**7. POINT OF DIVERSION** – Location of the groundwater development

____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. PLACE OF USE -** Enter the 17 digit geocode(s) applicable to the place of use legal land description**.**
Geocodes can be found in county records, tax statements, or at http://svc.mt.gov/msl/mtcadastral/.

Geocode: _____

**IS THE PLACE WHERE WATER IS USED THE SAME AS THE POINT OF DIVERSION?** ☐ Yes ☐ No

**If no**, enter the place of use land description below. Attach additional sheets if necessary.
____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 _____

**9. AFFIDAVIT OF OWNERSHIP OR WRITTEN CONSENT**

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 groundwater 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).

****Please note, you must submit ORIGINAL owner signatures, copies will not be accepted.****

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.

# SMALL GROUNDWATER DEVELOPMENT INSTRUCTIONS

**To use this form, the following must apply to your water use.**

- The groundwater must have been put to use for the purpose(s) identified.
- The development is not located within the boundaries of a Controlled Groundwater Area, unless instructed otherwise by DNRC.
- The source is groundwater, meaning any water located beneath the ground surface. The water is typically diverted from the ground via a well, developed spring, or a collection of water in a groundwater pit or pond.
- The flow rate diverted from the source is 35 gallons per minute or less.
- The total volume used from the development does not exceed 10 acre-feet per year. If you share a well with others, the total volume used by all users cannot exceed 10 acre-feet per year. When the water use exceeds that amount, you must file an Application for Beneficial Water Use Permit.

Maps submitted with this form should include the following: North Arrow, Section, Township, Range, and an X where the development is located. 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.

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

All of the required information must be entered for your application to be considered correct and complete as required under § 85-2-306, MCA.

**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. Contact your local water resources office for additional information.

**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. If the source is a groundwater pit or pond, provide the surface area and depth of the pond; this will be used to determine the volume needed for the pond, including capacity and evaporation that will occur.

**Item 4.** Enter the flow rate used. The flow rate used is not always the same as the tested flow rate listed on your well log. If a *pit/pond*, enter N/A.
Determining 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 ÷ number of seconds = flow rate in GPM.*
Determining the flow rate you are pumping from a *developed spring*:
Time how many seconds it takes to fill a 5-gallon bucket. Use the following formula to calculate the flow rate: *300 ÷ number of seconds = flow rate in GPM.*

**Item 5.** Check 'Yes' if you have other groundwater developments located on your land within **¼ mile** of this development. If you have a Groundwater Certificate, provide water right numbers and distances between those developments and this development. Check 'Yes' if this development is shared with others, such as two homes on one well. Provide the water right number and document how the development is shared. If a shared well agreement exists, provide a copy of that agreement.

**Item 6.** Check the purposes for which the water is currently being used. 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. For more information visit: http://dnrc.mt.gov/divisions/water/water-rights/docs/forms/615.pdf

**Item 7.** Enter the land description for the location of the development. Describe the location to the nearest 10 acres if possible. Legal land descriptions, subdivisions, 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/

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 8.** 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 9. If not, check 'No' and continue with Item 8 (using instructions for Item 7) to describe the place of use.

**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.)*

## SEND THE FORM TO THE APPLICABLE WATER RESOURCES REGIONAL OFFICE:

**BILLINGS:** 1371 RIMTOP DR, BILLINGS MT 59105-1978
PHONE: 406-247-4415 FAX: 406-247-4416
SERVING: Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure, and Yellowstone Counties

**BOZEMAN:** 2273 BOOT HILL COURT, SUITE 110, BOZEMAN MT 59715
PHONE: 406-586-3136 FAX: 406-587-9726
SERVING: Gallatin, Madison, and Park Counties

**GLASGOW:** 222 6TH STREET SOUTH, PO BOX 1269, GLASGOW MT 59230-1269
PHONE: 406-228-2561 FAX: 406-228-8706
SERVING: Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley, and Wibaux Counties

**HAVRE:** 210 6TH AVENUE, PO BOX 1828, HAVRE MT 59501-1828
PHONE: 406-265-5516 FAX: 406-265-2225
SERVING: Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton, and Toole Counties

**HELENA:** 1424 9TH AVE, PO BOX 201601, HELENA MT 59620-1601
PHONE: 406-444-6999 FAX: 406-444-9317
SERVING: Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell, and Silver Bow Counties

**KALISPELL:** 655 TIMBERWOLF PARKWAY, SUITE 4, KALISPELL MT 59901-1215
PHONE: 406-752-2288 FAX: 406-752-2843
SERVING: Flathead, Lake, Lincoln, and Sanders Counties

**LEWISTOWN:** 613 NORTHEAST MAIN ST, SUITE E, LEWISTOWN MT 59457-2020
PHONE: 406-538-7459 FAX: 406-538-7089
SERVING: Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum, and Wheatland Counties

**MISSOULA:** 2705 SPURGIN RD / BLDG C, PO BOX 5004, MISSOULA MT 59806-5004
PHONE: 406-721-4284 FAX: 406-542-5899
SERVING: Granite, Mineral, Missoula, and Ravalli Counties