



INSTRUCTIONS  
for  
**PROJECT COMPLETION NOTICE**  
FOR PERMITTED WATER DEVELOPMENT  
(Form No. 617 U01/13)

**Important:** Montana water law requires the holder of a "Permit to Appropriate Water" to file a certified statement with the Department (DNRC) notifying it how the project was completed. Form No. 617, Project Completion Notice for Permitted Water Development, must be completed and submitted to the Department on or before the completion deadline date indicated on the permit. If the project cannot be completed or the water cannot be put to beneficial use before the deadline, an Application for Extension of Time (Form No. 607) must be filed prior to the deadline date; otherwise the permit is void.

This form must be completed by a person experienced in the design, construction, or operation of the appropriation works. This may include, but is not limited to, hydrologists, water resource consultants, irrigation specialists, engineers, or the permittee if experienced in water measurement and legal land descriptions. If the form is not completed properly or corrected within the time allowed by the Department, the permit may be subject to revocation pursuant to Section 85-2-314, MCA.

*Form No. 617 is to be completed with information showing how the project was developed and used. Show all measurements or calculations on Form 617 or attach field notes. For standard water conversions, obtain Form No. 615, Water Conversion Table, from your local Regional Office. When completing Form No. 617, follow the line-by-line instructions below. If you have any questions, contact your local Water Resources Regional Office listed on the back page. Regional office employees cannot, however, complete the form for you.*

#### **PART A GENERAL INFORMATION**

1. List the permit number. The permit number has two parts: a water basin number and a numeric part. (Example: 43QJ-24450). This number can be found on the permit or in DNRC's records.
2. Name the current owner of the permit (permittee), mailing address and daytime phone number. If the current owner is different than the owner listed on the permit or in the DNRC records, a Water Right Ownership Update Form No. 608 must be filed to update the DNRC ownership records.
3. If the field examiner (the person completing this form) is someone other than the Permittee, indicate that person's full name, professional title, mailing address, and daytime phone number. If the field examiner is the Permittee, write, "same."
4. Indicate the date on which the project was examined.

#### **PART B OVERLAPPING WATER RIGHTS**

1. List the water right numbers of any other water rights that are used on the same place of use as the permit. Contact your local Regional Office, if needed, to identify the proper water right numbers.
2. List the water right numbers of any other water rights that are diverted from the same point of diversion as the permit. Contact the local Regional Office, if needed, to identify the proper water right numbers.

#### **PART C SOURCE OF WATER**

1. Check the block for the source of water.
  - **For wells:** Attach a copy of the driller's Well Log Report, Form No. 603.
  - **For developed springs:** Describe in detail how the spring was developed.
  - **For lakes or reservoirs:** List its name and the outflowing stream of which it is tributary.
  - **For streams:** List its name and the source or stream of which it is a tributary
  - **For unnamed streams:** List the name of the source or stream of which it is tributary.
  - **For closed basins:** Check the block. A closed basin results when water drains into a depression, lake, etc., from which water escapes only by evaporation.

#### **PART D SYSTEM DESCRIPTION**

1. Indicate how the water is diverted from the source. Check the appropriate box or describe the diversion.
2. For pump diversions, complete all of the pertinent information.
3. For reservoirs, give the capacity in acre-feet. Attach an engineering survey or an "NRCS As Built" survey. If a survey was not made, attach the field examiner's measurements and complete the appropriate formula. Indicate whether there is a release in the dam other than the spillway. If so, describe in detail the type and size of the release or drainage device.
4. Describe the conveyance facilities: how the water is conveyed from the source to the place of use. Describe the type, length, and inside diameter of any pipeline, or length, top and bottom width, and depth of any ditch or natural carrier or other means of conveyance.
5. For irrigation, describe the kind of system installed. For sprinkler systems include the number of heads, the PSI (pounds per square inch), the type and size of nozzles, or attach a sprinkler chart. Indicate the type of crop irrigated.

#### **PART E PERIOD OF APPROPRIATION**

The period of appropriation is the time during the year that water is diverted, impounded, or withdrawn from the source. Indicate the first month and day and the last month and day of the year that water is removed from the source.

#### **PART F POINT OF DIVERSION**

Assign each point of diversion listed an identification number (Ident. No.) that corresponds to that particular diversion on the map required in Part L. List all of the points of diversion for the permit. This is the location where the water is diverted from the source. Describe the point of diversion to the nearest 10- acre description, the 1/4 1/4 1/4 section, Section, Township, Range and County. If the diversion is in a subdivision, give the location by lot and block numbers, subdivision name, and the legal description including 1/4 section, Section, Township, Range and County. If the diversion lies in a government lot (Gov't. Lot), give the lot number and the 1/4 section, Section, Township, Range and County.

#### **PART G PLACE OF USE**

For irrigation, list the legal description for each parcel of irrigation and the number of acres in each parcel. Describe the parcel to the nearest 1/4 section or 1/4 1/4 section, and the Section, Township, Range, and County. If the parcel is located in a subdivision, also list the lot and block numbers and the subdivision name, or, if a government lot indicate the lot number. Indicate if the acres are new (N) irrigation. If there are other water rights used on the same ground, the permit is considered supplemental to the other water rights. Indicate these acres as supplemental (S).

For non-irrigation purposes, indicate the purpose and the place of use. If it is the same location as the point of diversion, check the block.

#### **PART H FLOW MEASUREMENTS**

The rate at which the water is diverted from the source must be identified. The method of measurement, type of equipment used, and the measurement readings must be indicated. Attach copies of any field notes taken of the measurements.

1. Check the appropriate block and, if checking "other", describe how the flow rate was measured.
2. Give the particular details requested for the equipment used to take the flow rate measurement.
3. List the measurement readings or attach a copy of the field notes.

## **PART I VOLUME CALCULATIONS**

1. The volume (acre-feet) of water used for each purpose must be determined. For irrigation, identify the crop requirement according to the NRCS Irrigation Guide of Montana to complete Item A. The Irrigation Guide is available at your local NRCS office or Water Resources Regional Office. To reasonably determine the amount of water actually used, also complete one of Items B, C, OR D. If Item A is greater or lesser than the actual amount of water used as indicated in Items B, C, or D, identify any facts that would explain why.
2. For other uses, show the calculations used to determine the volume of water used on an annual basis. Water conversion standards can be found on Form No. 615, Water Conversion Table, available at your local Regional Office.

## **PART J BENEFICIAL USE AND PERIOD OF USE**

Check the purpose for which the permit is used. Complete the requested information for each purpose. Identify the period of use, the time during the year water is used for the particular purpose. Indicate the first month and day that water is used during the year and the last month and day. If there is more than one purpose and only one point of diversion, the flow rate for each purpose should read the same. For example, a ditch diverting water from a stream carries water to the property. From the ditch, a pump is used to fill a stock tank and to water the lawn and garden. The rate at which water is diverted from the stream by the ditch is the same for both stock and irrigation purposes.

## **PART K PERMIT CONDITIONS OR LIMITATIONS**

All water use permits, by law, are issued subject to prior existing water rights and the final determination of those water rights. Some permits include other conditions to protect prior water rights or to ensure that the permit criteria are met. For example, the installation of a measuring device may be required so that the flow rate can be monitored and records can be kept on the amount of water diverted during the year. Review the permit and any final order to identify any conditions placed on the permit other than the prior rights and final determination conditions. Describe how each of these conditions have been met, or if they have not been, explain why.

## **PART L MAP AND PHOTOGRAPHS**

A map of the project must accompany Form No. 617. Use a copy of an aerial photograph or a USGS quadrangle. The scale must be 2 inches to the mile or greater. The map must contain section corners, section numbers, township and range numbers, the means of conveyance, and the point of diversion. Label the point of diversion with the identification number as noted under Part F of Form No. 617.

Photographs may be used as additional documentation to show that the permit was developed and that the water was put to beneficial use. Photos may be submitted along with Form No. 617 to be placed in the permit file. Photos must include the following information: permit number, date photo was taken, photographer's name, and the subject of the picture (point of diversion, etc.).

## **PART M CERTIFICATION**

The person completing Form No. 617 must sign the certification. If the permittee signs the certification, he/she does not need to sign Part N.

## **PART N PERMIT OWNER**

If the permit owner completes Form No. 617, he/she does not need to sign Part N.

**Submit the completed Form No. 617 to your local Regional Office.**

# WATER RESOURCES REGIONAL OFFICES

- BILLINGS:** AIRPORT INDUSTRIAL PARK, 1371 RIMTOP DRIVE, 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 AVENUE, 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 STREET, 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 ROAD, BLDG C, PO BOX 5004, MISSOULA MT 59806-5004  
PHONE: 406-721-4284 FAX: 406-542-5899  
SERVING: Granite, Mineral, Missoula, and Ravalli Counties

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**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION**  
**Water Resources Division - Water Rights Bureau**  
**WEBSITE: <http://dnrc.mt.gov/wrd/>**

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