



INSTRUCTIONS  
For  
**PROJECT COMPLETION NOTICE**  
FOR CHANGE OF A WATER RIGHT  
(Form No. 618 U03/19)

**Important:** Montana water law requires the holder of an “Authorization to Change a Water Right” to file a certified statement with the Department (DNRC) notifying it how the authorized change was completed. Form No. 618, Project Completion Notice for a Water Right, must be completed and submitted to the Department on or before the completion deadline date indicated on the authorization. If the authorized change cannot be completed before the deadline, file an Application for Extension of Time (Form No. 607), at least 30 days before the deadline date to allow time for processing prior to the expiration of the authorization; otherwise the authorization is void.

Form No. 618 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 authorization holder if experienced in water measurement or legal land descriptions. If the form is not completed properly or corrected within the time allowed by the Department, the authorization may be subject to revocation pursuant to Section 85-2-402, MCA.

*Form No. 618 is to be completed with information showing how the change was developed. When completing Form No. 618, 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 Authorization Change number. The number is listed on the authorization or can be found in DNRC’s records. Complete the date the authorization was issued. This date can be found on the bottom of the authorization.
2. List the name of the current owner of the authorization, mailing address, and daytime phone number. If the current owner is different than the owner listed on the authorization or in the DNRC records, a Water Right Transfer Certificate 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 authorization holder, indicate that person’s full name, professional title, mailing address, and daytime phone number. If the field examiner is the authorization holder, write “same.”
4. Indicate the date on which the project was examined.

#### **PART B CHANGE AUTHORIZATION**

Identify what was authorized to be changed. Check the appropriate box(es) and complete the applicable section(s) E, D, E, or F.

### **PART C CHANGE IN POINT OF DIVERSION**

Check the appropriate box indicating whether the authorized new point of diversion replaces an existing point of diversion or whether it is an additional point of diversion.

1. Assign the listed **new** point of diversion an identification number (IDENT. NO.) that corresponds to that particular point of diversion on the map required in Part H. Give the location of the new point of diversion to the nearest 1/4 1/4 1/4 section, Section, Township, Range, and County. If the point of diversion is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government (GOV'T LOT), identify the lot number.
2. If the new point of diversion replaces the old point of diversion, assign the listed **old** point of diversion that is no longer used an identification number (IDENT. NO.) The identification number must correspond to that particular point of diversion on the map required in Part H. Describe the location to the nearest 1/4 1/4 1/4 section, Section, Township, Range, and County. If the point of diversion is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government (GOV'T LOT), identify the lot number.

### **PART D CHANGE IN PLACE OF USE**

For a change in place of use for irrigation purposes, complete Items No. 1 and/or No. 2. For non-irrigation purposes, complete Items No. 3 and/or No. 4

1. Describe the location of the **new** place of use for irrigation to the nearest 1/4 section or 1/4 1/4 section, Section, Township, Range, and County. If the place of use is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government lot (GOV'T LOT), identify the lot number. List the total number of acres in the new place of use.
2. If lands were removed from irrigation to irrigate a new place of use, give the location of the lands removed.
3. For non-irrigation purposes, list the purpose. Give the location of the **new** place of use to the nearest 1/4 section or 1/4 1/4 section, Section, Township, Range, and County. IF the place of use is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government (GOV'T LOT), identify the lot number.
4. For non-irrigation purposes, list the purpose and give the location of the **old** place of use.

### **PART E CHANGE IN PURPOSE OF USE**

1. Identify the **new** purpose for which the water right is used. Give the flow rate at which the water is diverted for this use and the volume, in acre-feet used per year. Describe the new use on the lines provided.
2. Identify the old use, the purpose for which the water right is no longer used. Give the flow rate and volume of water used for the old purpose.

### **PART F CHANGE IN PLACE OF STORAGE**

1. Give the capacity of the new impoundment in acre-feet. Attach an engineering survey or an "SCS As Built" survey. If a survey was not made attach the Field Examiner's measurements and complete the appropriate formula.

2. Give the location of the **new** place of storage to the nearest 1/4 1/4 1/4 section, Section , Township, Range, and County. This should be the description of the point where the dam crosses the stream. If the impoundment is within a subdivision, also give lot number, block number, and subdivision name. If it is within a government lot (GOV'T. LOT), identify the lot number.
3. Give the location of the **old** place of storage.

#### **PART G AUTHORIZATION TO CHANGE CONDITIONS OR LIMITATIONS**

All authorizations are issued by law subject to the following condition.

*The approval of this change is not to be construed as recognition by the Department of the water rights involved. All water rights are subject to possible modification under the proceedings pursuant to Title 85, Chapter 2, Part 2, MCA, and 85-2-404, MCA.*

Some authorizations have other conditions to protect the rights of other appropriators. Review the authorization and any final order to identify any other conditions that have been placed on the authorization. Describe how these conditions have been met or, if they have not been, explain why.

#### **PART H MAP AND PHOTOGRAPHS**

A map of the project must accompany Form No. 618. 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, township, and range numbers. Show the location of the point of diversion, place of use, and any place of storage for the water right before it was changed. Then show the location of the new point of diversion, place of use, or place of storage. Label any points of diversion with the identification numbers as noted under Part C or Form No. 618.

Photographs may be used as additional documentation to show that the authorization was completed. Photos may be submitted along with Form No. 618 to be placed in the authorization file. Photos must include the following information: authorization number, date photo was taken, photographer's name, and the subject of the picture (new point of diversion, etc).

#### **PART I COMMENTS**

Use this space to explain further any item on the form. If more space is needed, attach additional paper.

#### **PART J CERTIFICATION**

The person completing Form No. 618 must sign the certification. If the authorization holder signs the certification, he/she need not sign Part K.

#### **PART K AUTHORIZATION HOLDER**

If the authorization holder completes Form No. 618 he/she does not need to sign Part K. If some other party completes Form No. 618, the authorization holder must sign Part K.

**Submit the completed Form No. 618 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

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

