



The Montana Department of  
**Natural Resources  
& Conservation**

## **Notice of Completion of Groundwater Development**

85-2-306, MCA

**Form No. 602** (Revised 01/2026)

**FILING FEE:**

\$250.00

**WHEN TO USE THIS FORM:**

- Submit this form when the groundwater development has been completed and water has been put to use within the limits of an authorized Notice of Intent to Appropriate Groundwater (Notice of Intent).
- This form must be received by The Montana Department of Natural Resources and Conservation (DNRC) by the completion deadline listed on the authorized Notice of Intent. Submit this form to the DNRC Water Resources Regional Office serving the county your project is located in. Refer to the final page of this form for Regional Office contact information.
- Only one Form 602 may be filed for a single authorized Notice of Intent. If issued, the resulting Groundwater Certificate will reflect the elements of this filing that are completed in substantial accordance with the authorized Notice of Intent.

**TO USE THIS FORM, THE FOLLOWING MUST APPLY:**

- Groundwater use must have already received an authorized Notice of Intent to Appropriate Groundwater.
- The flow rate diverted from the groundwater development must be 35 gallons per minute (GPM) or less.
- Groundwater must have been put to use for the purpose(s) identified on this form at the time of filing.
- The water use must be completed in substantial accordance with an authorized Notice of Intent. The water use may not exceed the elements of the authorized Notice of Intent. The place(s) of use, point of diversion, and purpose(s) may not differ from the authorized Notice of Intent.
- The filer of this form must have possessory interest (ownership) in the place of use and exclusive property rights in the diversion works at the time of filing.

**ADDITIONAL INFORMATION:**

- Completed well information is required for processing this form if the means of diversion is a well.
  - Well logs are publicly available at the Montana Bureau of Mines and Geology (MBMG) website at: <https://mbmggwic.mtech.edu/>.
- If no well log is available, you may instead submit a Well Inspection Report, available on the MBMG website at: [mbmggwic.mtech.edu/drillerweb/forms/InspectionForm\\_Final.pdf](https://mbmggwic.mtech.edu/drillerweb/forms/InspectionForm_Final.pdf)
- Parcel information is required for processing this form.
  - Certificates of Survey for the parcel identified as the place of use and/or point of diversion can be located at your local County Clerk and Recorder's office.
  - Legal land descriptions and geocodes of existing parcels can be found in county records, tax statements, and online using the Montana Cadastral website ([svc.mt.gov/msl/mtcadastral](https://svc.mt.gov/msl/mtcadastral)).
- Your priority date is determined by the date of the DNRC receipt of this form.
- Incomplete forms may be returned. All of the required information and appropriate fee must be submitted for your application to be considered correct and complete as required under 85-2-306, MCA.
- Termination of this Notice results in termination of the associated authorized Notice of Intent.





## Notice of Completion of Groundwater Development

85-2-306, MCA

**Form No. 602** (Revised 01/2026)

### For Department Use Only

Application # \_\_\_\_\_ Basin \_\_\_\_\_  
Received By \_\_\_\_\_ Date /Time \_\_\_\_\_  
Fee Received \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Deposit Receipt # \_\_\_\_\_  
Payor \_\_\_\_\_  
Refund \$ \_\_\_\_\_ Date \_\_\_\_\_

- 1. Filer information:** *Include any legal co-owners of property per recorded deed. If owned by a Trust, LLC, etc., please specify.*

Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Note:** *If there are additional owners, complete and attach page 1 of the Additional Information Addendum.*

- 2. Authorized Notice of Intent to Appropriate Groundwater number:** Submit the administrative basin code and 8-digit number located at the top of the authorized Notice of Intent to Appropriate Groundwater (Ex. 76G 12345678). **Note:** *This information is required for form submittal.*
- \_\_\_\_\_

- 3. Completed appropriation:** Has your groundwater development been completed and have you put water to use for all of the authorized purposes you intend to use?

**If no,** do not file this form at this time. *File this form when the water use is complete, before the deadline on the authorization.*

☐ Yes ☐ No

- 4. Land transfer:** Would you like the water right to be appurtenant (legally attached) to the place of use?

**Note:** *If your water right is not appurtenant to the place of use, the ownership of the water right will not transfer by default with the conveyance of real property, pursuant to 85-2-403, MCA.*

☐ Yes ☐ No



5. **Public water supply exception:** Are you filing under the permit exception in 85-2-306(3)(c)(ii), MCA for constructed public water supply systems (as defined in 75-6-102(15), MCA)? **If yes**, please attach a copy of the Montana Department of Environmental Quality's (DEQ) approval for the water supply system *and label as Attachment #5. When answering Question 10, include all planned uses for the water supply system.*

☐ Yes ☐ No **Note:** You will be required to measure water use and report annually to DNRC.

6. **Flow rate used:** \_\_\_\_\_ GPM (**cannot exceed 35 GPM**)

**Note:** The flow rate is zero if the means of diversion is a groundwater pit or pond.

To determine the flow rate, you are pumping from a well or developed spring:

Using a directly connected spigot (for wells, this is 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:  $300 \div \text{number of seconds} = \text{Flow Rate in GPM}$ .

7. **Means of diversion:** Choose one means of diversion and attach required documents. *Label attachments to this question as Attachment #7.*

☐ Well – Provide required information about the well via one of the options below:

☐ Attach well log (preferred), or,

☐ Attach well inspection report

☐ Developed Spring

☐ Groundwater Pit/Pond

8. **Point of diversion:** Location of the groundwater development.

Physical Address (include city/state/ZIP code):

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Township \_\_\_\_\_ ☐ N ☐ S Range \_\_\_\_\_ ☐ E ☐ W

Gov't Lot # \_\_\_\_\_ County \_\_\_\_\_ Tract # \_\_\_\_\_ COS # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_



**9. Place of use:** Location of the water use. *For additional places of use, complete and attach page 3 of the Additional Information Addendum.*

List the geocode(s) of the place of use:

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Is the place of use in the same legal land description as the point of diversion?

☐ Yes ☐ No **If no**, enter the legal land description of the proposed place of use below.

Physical Address, if available (include city/state/ZIP code):

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\_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 of Section \_\_\_\_ Township \_\_\_\_ ☐ N ☐ S Range \_\_\_\_ ☐ E ☐ W

Gov't Lot # \_\_\_\_ County \_\_\_\_ Tract # \_\_\_\_ COS # \_\_\_\_

Subdivision Name \_\_\_\_ Lot \_\_\_\_ Block \_\_\_\_

Acres (if applicable) \_\_\_\_

**10. Purpose and period of use:** Mark the completed purpose(s) and period of use for each purpose. *Purposes and volumes are limited to those listed in the authorized Notice of Intent to Appropriate Groundwater. It is acceptable to complete lesser volumes than those which were authorized.*

☐ **Domestic**

Total number of households: \_\_\_\_

Year-round Use: ☐ Yes ☐ No **If no**, from: \_\_\_\_ to \_\_\_\_, inclusive of each year.

For each household, list the number of bedrooms and their period of use in the table below. *For additional households, complete and attach page 2 of the Additional Information Addendum.*

Household	# of Bedrooms	Period of Use	Household	# of Bedrooms	Period of Use
1			4		
2			5		
3			6		

☐ **Lawn and Garden** (do not include land covered by driveways, buildings, or other improvements)

Size of **all** lawn/garden areas: \_\_\_\_ Acres -OR- \_\_\_\_ Length (ft.) x \_\_\_\_ Width (ft.)

April 1 – October 31: ☐ Yes ☐ No **If no**, from: \_\_\_\_ to \_\_\_\_, inclusive of each year.

☐ **Irrigation**

Type of Crop: \_\_\_\_ Total Irrigated Acres: \_\_\_\_

Are you applying DNRC period of use standard based on climatic area, as defined in ARM 36.12.112?

☐ Yes ☐ No **If no**, describe period of use and attach information to support deviation from the standard:

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- ☐ **Livestock** (do not include household pets such as dogs and cats)

Number and Type (e.g., 100 cows and 1 horse): \_\_\_\_\_

Year-round Use: ☐ Yes ☐ No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_, inclusive of each year.

Number of stock tanks supplied: \_\_\_\_\_

- ☐ **Other** (examples include commercial, industrial, mining, etc.)

Describe purpose of use: \_\_\_\_\_

Gallons Per Day: \_\_\_\_\_ (See [DNRC Water Calculation Guide](#) for common use rates.)

Year-round use: ☐ Yes ☐ No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_, inclusive of each year.

**11. Water storage:** Does your water use include water storage? *Water storage includes reservoirs, pits, pit-dams, or ponds with a capacity of 0.1 acre-feet (32,585.1 gallons) or more (ARM 36.12.113).* **If yes**, complete and attach a *Place of Storage Addendum*.

☐ Yes, Place of Storage Addendum attached ☐ No

**12. Parcel information:** Is the place of use and/or point of diversion located on a parcel that was modified (for example, boundary line adjustment) or subdivided since authorization of the Notice of Intent to Appropriate Groundwater? **If yes**, attach the *Certificates of Survey or final plats of the current parcel and label as Attachment #12. These documents can be located at your local County Clerk and Recorder's office.*

☐ Yes, document(s) attached ☐ No

**13. Possessory interest in place of use:** Affirm one of the following statements:

- a. ☐ I own the property where the water is put to beneficial use, or,
- b. ☐ I do not own the property where water is put to beneficial use, but I have possessory interest in the property as evidenced by the attached document(s).

**Note:** *If affirming statement 13.b., provide evidence of possessory interest in the property where the water is put to beneficial use in an attachment. Label evidence as Attachment #13.*

**14. Possessory interest in point of diversion:** Affirm one of the following statements:

- a. ☐ I own the property where the water is diverted, or,
- b. ☐ I do not own the property where water is diverted, but I have possessory interest in the property as evidenced by the attached document(s), or,
- c. ☐ I have provided notice to the person with possessory interest of the property where water is diverted as evidenced by the attached document(s).

**Note:** *If affirming statement 14.b., provide evidence of possessory interest in the property where the water is diverted in an attachment. If affirming statement 14.c., provide evidence of notice to the person(s) with possessory interest in the property where the water is diverted in an attachment. Label evidence as Attachment #14.*



**15. Ownership in groundwater development works:** Affirm one of the following statements:

- a. ☐ I have exclusive property rights in the groundwater development works, or,
- b. ☐ I have written consent of the person(s) with property rights in the groundwater development works as evidenced by the attached document(s).

**Note:** *If affirming statement 15.b., provide evidence of written consent to the water use described on this form from the owner of the groundwater development works. Label evidence as Attachment #15.*

**16. Proof of completion:** Provide evidence of the completion of the purposes listed above. Evidence can include photographs, receipts, measurement records, or other relevant information. *Label documentation as Attachment #16.*

☐ Evidence attached

**Signatures:** *All filers listed in question 1 must sign or the form will be rejected.*

**Note:** *For additional signature lines, complete and attach page 4 of the Additional Information Addendum. If signing on behalf of another entity, note your title or legal authority to do so on the line provided.*

I DECLARE UNDER PENALTY OF PERJURY AND UNDER THE LAWS OF THE STATE OF MONTANA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

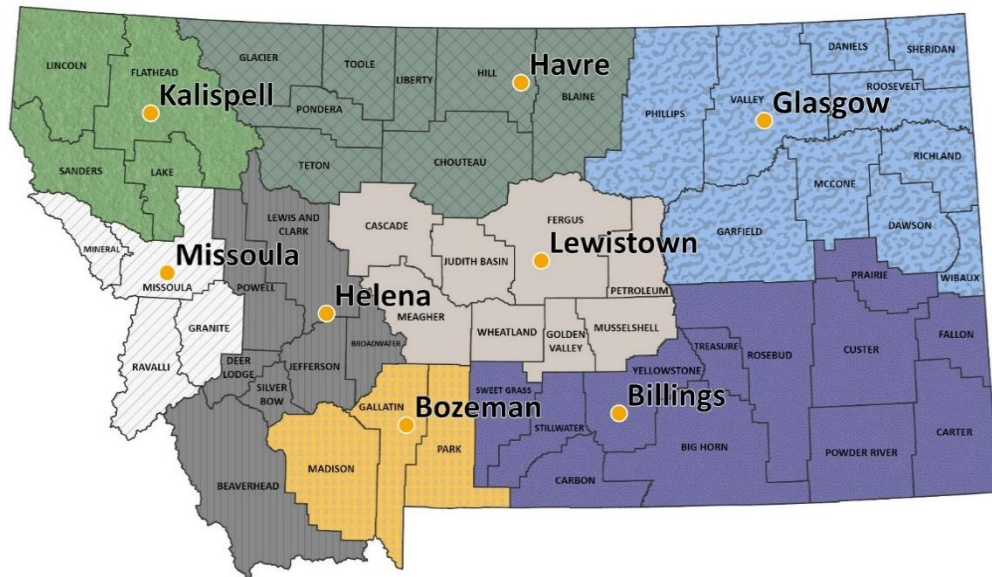
Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# WATER RESOURCES REGIONAL OFFICES



## • BILLINGS

Airport Industrial Park, 1371 Rimtop Drive  
Billings, MT 59105-9702  
PHONE 406-247-4415 FAX 406-247-4416  
EMAIL [DNRCBillingsWater@mt.gov](mailto:DNRCBillingsWater@mt.gov)

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 59715-7249  
PHONE 406-586-3136 FAX 406-587-9726  
EMAIL [DNRCBozemanWater@mt.gov](mailto:DNRCBozemanWater@mt.gov)

Gallatin, Madison, and Park Counties

## • GLASGOW

222 6th Street South, P.O. Box 1269  
Glasgow, MT 59230-1269  
PHONE 406-228-2561  
EMAIL [DNRCGlasgowWater@mt.gov](mailto:DNRCGlasgowWater@mt.gov)

Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley, and Wibaux Counties

## • HAVRE

210 6th Avenue, P.O. Box 1828  
Havre, MT 59501-1828  
PHONE 406-265-5516  
EMAIL [DNRCHavreWater@mt.gov](mailto:DNRCHavreWater@mt.gov)

Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton, and Toole Counties

## • HELENA

1424 9th Avenue, P.O. Box 201601,  
Helena, MT 59620-1601  
PHONE 406-444-6999 FAX 406-444-9317  
EMAIL [DNRCHelenaWater@mt.gov](mailto:DNRCHelenaWater@mt.gov)

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  
EMAIL [DNRCKalispellWater@mt.gov](mailto:DNRCKalispellWater@mt.gov)

Flathead, Lake, Lincoln, and Sanders Counties

## • LEWISTOWN

613 Northeast Main Street, Suite E  
Lewistown, MT 59457-2020  
PHONE 406-538-7459  
EMAIL [DNRCLewistownWater@mt.gov](mailto:DNRCLewistownWater@mt.gov)

Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum, and Wheatland Counties

## • MISSOULA

2705 Spurgin Road Building C, P.O. Box 5004  
Missoula, MT 59806-5004  
PHONE 406-721-4284 FAX 406-542-5899  
EMAIL [DNRCMissoulaWater@mt.gov](mailto:DNRCMissoulaWater@mt.gov)

Granite, Mineral, Missoula, and Ravalli Counties