



DNRC OWNERSHIP UPDATE, SPLIT AND SEVER OF A WATER RIGHT

§ 85-2-424, MCA
Form No. 642 (Revised 01/2024)

File in WR# _____

For Department Use Only

When to use this form:

- Use this form when a *portion* of the water right place of use is severed. The Department will split the severed portion into a separate water right.
- A split and sever of a water right (partial sever) may occur when a portion of the perfected place of use is being divided and the water right is exempted/reserved (severed) from the conveyance of the land.
- Form 642, along with the recorded document, provides information to the Department regarding which portion of the land has been divided or sold (split), and which portion of the water right is being exempted/reserved (severed) from that sale of land.
- If the ownership interest of a water right is being *fully severed (the entire water right is severed from the entire place of use)*, complete Form 643, *DNRC Ownership Update, Severed Water Right*, instead.
- If the ownership interest is *only being divided (split)*, and **not** severed, complete Form 641, *DNRC Ownership Update, Divided Interest*, instead.

Priority Date _____ Time _____ AM/PM
 Rec'd By _____
 Fee Rec'd \$ _____ Check # _____
 Deposit Receipt # _____
 Payor _____
 Refund \$ _____ Date _____
 Coder _____ RO# _____ OUID # _____

Filing fee:

- The filing fee for Form 642 is \$150.
- Please make checks payable to DNRC.

Instructions:

- Complete one form for each water right that will be split and severed (if multiple water rights are being split and severed, filers will need to submit more than one Form 642, each with its own filing fee). The water right will be split and severed based on the information provided.
- Please submit **all pages** of this completed Form 642 along with **all of the following**:
 - **The filing fee,**
 - **A deed or other recorded document** showing that a portion of the water right is no longer appurtenant to the property,
 - **A water right abstract** (see more information on pg.2), and
 - **A map** detailing place of use (more information regarding map requirements on pg. 2)
- Filers are encouraged to contact their local DNRC Water Resources Regional Office for assistance or for questions regarding this form (see Regional Office contacts on the last page of this form).

Important information:

- **By severing a portion of a water right, it is no longer appurtenant to the property. A severed water right will require a change authorization in order to use the water right in a manner inconsistent with historical practices. Contact your local DNRC Water Resources Regional Office if you have questions concerning the continued use of the water right being severed.**
- The deed or other recorded instrument must show that the water right is no longer appurtenant to the property. See § 85-2-424, MCA.
- If the ownership of the water right is not current, you must also provide full chain of title from the owner of record on file with DNRC to the current owner.



SECTION A – GENERAL INFORMATION

1. PLEASE PROVIDE A NARRATIVE EXPLAINING THE NATURE OF YOUR SPLIT AND SEVER, ACCORDING TO YOUR RECORDED DOCUMENT (i.e. what portion of the water right is no longer appurtenant to the land).

2. WATER RIGHT BEING DIVIDED _____

3. OWNER OF WATER RIGHT _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

4. PROVIDE A DEED

Attach a copy of a deed or other recorded document showing that the water right is no longer appurtenant to the property. If ownership of water right is not current, provide chain of title from DNRC record owner to the current owner.

5. PROVIDE A WATER RIGHT ABSTRACT

A current DNRC general abstract of the water right being divided must be submitted. To receive DNRC generated water right abstracts, query the water right at the following web address: <https://gis.dnrc.mt.gov/apps/WRQS/> or contact the regional office serving your area.

6. PROVIDE A MAP

A map must be provided. An aerial photo is preferred. You may also use a scaled map, county plat, or quad map showing township and range, section corners, and a north arrow.

The following elements **must** be identified on the map:

- A. The place of use being severed;
- B. The place of use where the water right is being retained;
- C. Point(s) of diversion; and
- D. The location of all water right purposes, with each purpose labelled (i.e. label domestic use, lawn and garden, irrigation, etc. and their corresponding locations on the map).

7. WHO SHOULD DNRC CONTACT WITH QUESTIONS?

NAME _____ PHONE _____

EMAIL _____



SECTION B – Information for the portion of the water right that is not being severed.

Attach additional sheets of this page, if applicable, as necessary.

PORTION OF WATER RIGHT NOT BEING SEVERED.

1. What flow rate will be associated with the portion of the water right **not** being severed? _____ GPM CFS

How will the flow rate be divided between the portion of the water right not being severed and the severed portion of the water right?

Unless specifically divided in the attached recorded document, both the Seller's and Buyer's water right will retain the full flow rate and the use of the flow rate must be shared and/or alternated. Attach an additional sheet explaining how this will be done such that, in combination, the flow rate of the original water right will not be exceeded.

2. If there are multiple purposes of use, please list the volume associated with each purpose.

Purpose of Use _____ Volume (acre-feet) _____

Purpose of Use _____ Volume (acre-feet) _____

3. **POINT OF DIVERSION** (Describe the location to the nearest 10 acres; three quarter sections are required.)

____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
Lot/Tract _____ Block _____ Subdivision Name _____
COS _____ Gov't Lot _____ County _____

4. PLACE OF USE

Purpose of Use _____ County _____
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W

Total Acres

Lot/Tract _____ Block _____ Subdivision Name _____
COS _____ Gov't Lot _____
Geocodes(s) _____

If the purpose of use of the water right is stockwater, please identify the number of Animal Units (AU) being retained: _____ AU

Purpose of Use _____ County _____
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W

Total Acres

Lot/Tract _____ Block _____ Subdivision Name _____
COS _____ Gov't Lot _____
Geocodes(s) _____

If the purpose of use of the water right is stockwater, please identify the number of Animal Units (AU) being retained: _____ AU



SECTION C - Information for the portion of the water right that is being severed.

Attach additional sheets of this page, if applicable, as necessary.

PORTION OF WATER RIGHT BEING SEVERED.

1. What flow rate will be associated with the portion of the water right that is being severed? _____ GPM CFS

How will the flow rate be divided between the portion of the water right not being severed and the severed portion of the water right?

Unless specifically divided in the attached recorded document, both the Seller's and Buyer's water right will retain the full flow rate and the use of the flow rate must be shared and/or alternated. Attach an additional sheet explaining how this will be done such that, in combination, the flow rate of the original water right will not be exceeded.

2. If there are multiple purposes of use, please list the volume associated with each purpose.

Purpose of Use _____ Volume (acre-feet) _____
 Purpose of Use _____ Volume (acre-feet) _____

3. **POINT OF DIVERSION** (Describe the location to the nearest 10 acres; three quarter sections are required.)

____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 Lot/Tract _____ Block _____ Subdivision Name _____
 COS _____ Gov't Lot _____ County _____

4. PLACE OF USE

Purpose of Use _____ County _____
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 _____ **Total Acres**
 Lot/Tract _____ Block _____ Subdivision Name _____
 COS _____ Gov't Lot _____
 Geocodes(s) _____
 If the purpose of use of the water right is stockwater, please identify the number of Animal Units (AU) associated *with the severed portion of the water right*: _____ AU

Purpose of Use _____ County _____
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 ____ acres ____ 1/4 ____ 1/4 ____ 1/4 Sec _____ TWP _____ N S RGE _____ E W
 _____ **Total Acres**
 Lot/Tract _____ Block _____ Subdivision Name _____
 COS _____ Gov't Lot _____
 Geocodes(s) _____
 If the purpose of use of the water right is stockwater, please identify the number of Animal Units (AU) associated *with the severed portion of the water right*: _____ AU



SECTION D – ACKNOWLEDGEMENT AND SIGNATURES

1. ACKNOWLEDGEMENT

PLEASE INITIAL THE FOLLOWING INDICATING THAT YOU HAVE READ AND UNDERSTAND EACH STATEMENT.

- _____ Any continued use of this water right must remain consistent with historic practices.
- _____ If you have plans to change any portion of this water right, you must contact DNRC and receive a Change Authorization prior to changing the water use.
- _____ The flow rate used may not exceed the claimed/permitted flow rate at any time.

2. WATER RIGHT OWNER(S) SIGNATURE

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

Printed Name _____

Owner Signature _____

Date: _____

Printed Name _____

Owner Signature _____

Date: _____

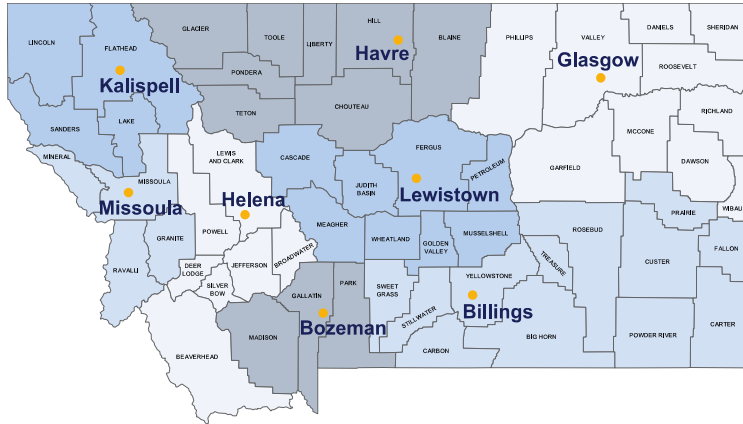
Printed Name _____

Owner Signature _____

Date: _____



WATER RESOURCES REGIONAL OFFICES



BILLINGS

Airport Industrial Park, 1371 Rimtop Dr
Billings, MT 59105-9702

PHONE 406-247-4415 FAX 406-247-4416
EMAIL DNRCBillingsWater@mt.gov

Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure, and Yellowstone Counties

HELENA

1424 9th Ave., PO Box 201601,
Helena, MT 59620-1601

PHONE 406-444-6999 FAX 406-444-9317
EMAIL DNRCHelenaWater@mt.gov

Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell, and Silver Bow Counties

BOZEMAN

2273 Boot Hill Court, Suite 110
Bozeman, MT 59715-7249

PHONE 406-586-3136 FAX 406-587-9726
EMAIL DNRCBozemanWater@mt.gov

Gallatin, Madison, and Park Counties

KALISPELL

655 Timberwolf Parkway, Suite 4
Kalispell, MT 59901-1215

PHONE 406-752-2288
EMAIL DNRCKalispellWater@mt.gov

Flathead, Lake, Lincoln, and Sanders Counties

GLASGOW

222 6th Street South, PO Box 1269
Glasgow, MT 59230-1269

PHONE 406-228-2561
EMAIL DNRCGlasgowWater@mt.gov

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

LEWISTOWN

613 Northeast Main St., Suite E
Lewistown, MT 59457-2020

PHONE 406-538-7459
EMAIL DNRCLEWISTOWNWater@mt.gov

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

HAVRE

210 6th Ave., PO Box 1828
Havre, MT 59501-1828

PHONE 406-265-5516
EMAIL DNRCHavreWater@mt.gov

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

MISSOULA

2705 Spurgin Rd. Bldg. C, PO Box 5004
Missoula, MT 59806-5004

PHONE 406-721-4284 FAX 406-542-5899
EMAIL DNRCMissoulaWater@mt.gov

Granite, Mineral, Missoula, and Ravalli Counties

MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
Water Resources Division – Water Rights Bureau
<https://dnrc.mt.gov/Water-Resources/Water-Rights/>

