



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

**Notice of Change  
In Appropriation Right  
For Municipal Use**

85-2-429(4), MCA

**Form No. 657** (Revised 10/2025)

**FILING FEE:**

\$400.00

For Department Use Only

Application # \_\_\_\_\_ Basin \_\_\_\_\_

Received By \_\_\_\_\_

Fee Received \$ \_\_\_\_\_ Check # \_\_\_\_\_

Deposit Receipt # \_\_\_\_\_

Payor \_\_\_\_\_

Refund \$ \_\_\_\_\_ Date/Time \_\_\_\_\_

**WHEN TO USE THIS FORM:**

- Use this form for a change in place of use for unperfected municipal use permits or water reservations.
- Water rights other than unperfected permits or water reservations may also be changed if:
  - the unperfected volume of the unperfected permit(s) or water reservation(s) is adequate to satisfy the additional water use needs of the entire additional places of use, AND
  - all water rights being changed have the same existing place of use and share the same common distribution system.

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

- The water right owner must be a municipality as defined in 7-1-4121, MCA or a county water and sewer district organized under 7-13-22, MCA.
- **This form must be filed within 180 days of annexation by a municipality or addition of land to a county water and sewer district.** If it has been more than 180 days since the annexation or addition of land, the appropriator must instead file a Form 606 – Application to Change a Water Right.
- The flow rate and volume authorized for a water right must not be exceeded.
- The place of use must be within:
  - the municipality's land use plan and future land use map boundary, or
  - the municipality's growth policy boundary, or
  - the county water and sewer district's service area boundary.
- All water diverted by the system must be measured.
- No other changes to the water right or rights can be made using this form.



**1. Water right owner(s) information:**

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Note:** If there are additional owners, attach the water right owner information labeled as Attachment #1.

Contact Person: ☐ Applicant ☐ Consultant ☐ Attorney ☐ Other \_\_\_\_\_

Contact Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Note:** If a contact person is identified as an attorney, all communications will be sent only to the attorney unless the attorney provides written instruction to the contrary. Unless the contact person is an attorney, the water right owner will receive all correspondence, and a copy may be sent to the contact person.

**2. Is the water right owner a municipality as defined in 7-1-4121, MCA, or a county water and sewer district organized under 7-13-22, MCA?**

☐ Municipality

☐ County water and sewer district

**3. List the water right numbers for all unperfected municipal use permit(s) or water reservation(s) being changed, along with the unperfected volume of each water right. Attach an abstract of each water right and evidence supporting the unperfected volume figures. Evidence may include measurements or calculations based on DNRC volume standards for water use. **Note:** Label as Attachment(s) #3:**

Water Right #: \_\_\_\_\_ Unperfected Volume: \_\_\_\_\_ acre-feet

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4. Are water rights being changed other than the unperfected permits or water reservations listed in question #3? ☐ YES ☐ NO

**If yes, answer question #4a below. If no, skip to question #5.**

- a. List the water right numbers for all water rights being changed that are not unperfected permits or water reservations. **Note:** Attach an abstract of each water right and label them as Attachment(s) #4. Note that if perfected water rights are also being changed, the existing places of use for all water rights being changed (unperfected and not) must be the same and share a common distribution system.

Water Right #: \_\_\_\_\_

Water Right #: \_\_\_\_\_

Water Right #: \_\_\_\_\_

Water Right #: \_\_\_\_\_

Water Right #: \_\_\_\_\_

Water Right #: \_\_\_\_\_

5. Identify the legal land descriptions of the newly added places of use: **Note:** attach additional sheets if necessary and label them as Attachment(s) #5.

- a. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- b. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- c. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- d. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- e. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- f. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- g. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- h. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_
- i. \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Twp \_\_\_\_\_ ☐ N ☐ S Rge \_\_\_\_\_ ☐ E ☐ W County \_\_\_\_\_

6. Date that land in new places of use listed above was annexed by a municipality or added to a county water and sewer district: \_\_\_\_\_

**Note:** Attach evidence of this date of annexation or addition and label it as Attachment #6. If date is more than 180 days prior to the filing of this form, you must instead file a form 606 – application to change a water right.

7. Which of the following describes the new places of use? **Note:** Attach evidence and label it as Attachment #7.

- ☐ The place of use is within the municipality's land use plan and future land use map boundary duly adopted by the municipality pursuant to Title 76, chapter 25, MCA.
- ☐ The place of use is within the municipality's growth policy boundary duly adopted by the municipality pursuant to Title 76, chapter 1, MCA.
- ☐ The place of use within the county and water and sewer district's service area boundary adopted under Title 7, chapter 13, part 23, MCA.



8. Map must include clear labels showing each water right's point of diversion, existing place(s) of use, path of conveyance, the municipality's land use or growth policy boundary or the county water and sewer district's service area boundary, and new places of use. **Note:** *Attach a map and label it as Attachment #8. Note: If you are changing perfected water rights, the map must also show that all the water rights being changed share a common distribution system.*
9. What is the volume of water needed to serve the new places of use? \_\_\_\_\_ acre-feet/ year. **Note:** *Attach calculations and an explanation for the volume of water needed and label it as Attachment #9. Refer to ARM 36.12.115 and the [DNRC Water Calculation Guide](#) for volume standards for water use.*
10. Explain how the flow rate of the water rights being changed is sufficient to meet peak demand of the water distribution system, considering the new demands associated with the new places of use. **Note:** *Attach calculations and an explanation and label it as Attachment #10.*
11. Provide evidence showing that water being diverted by the system is being measured. Evidence may include water use measurements or information about the measurement plan, if newly installed. Information may include specifications about the measurement devices and maps of measurement locations. **Note:** *Label it as Attachment #11. Note: If a change authorization is issued, water use will be required to be measured and reported annually to DNRC.*

Signature(s): **All owners must sign the form.**

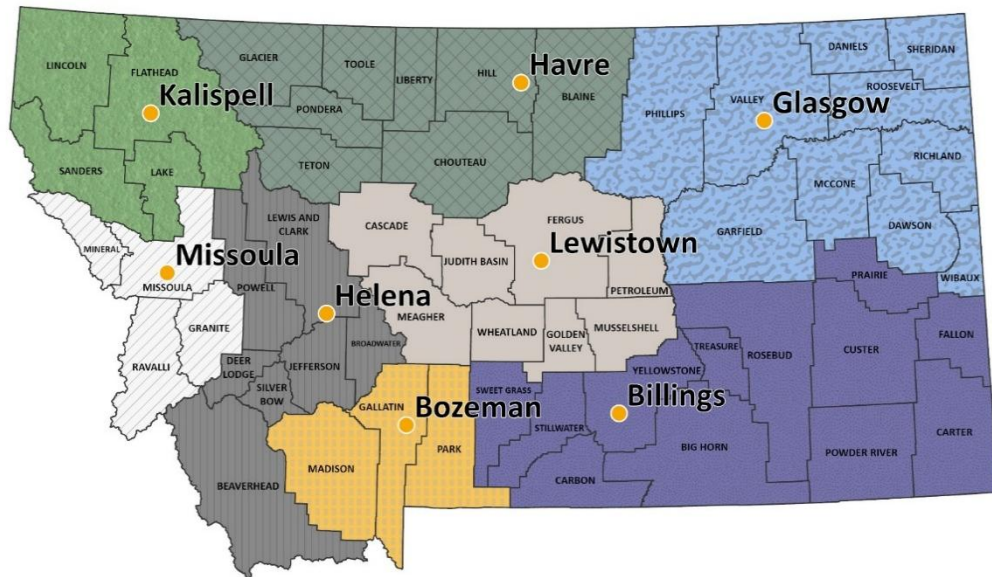
I DECLARE UNDER PENALTY OF PERJURY AND UNDER THE LAWS OF THE STATE OF MONTANA THAT THE FOREGOING IS TRUE AND CORRECT.

Authorized Signatory \_\_\_\_\_ 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