



Project Completion Notice for Permitted Water Development

85-2-315, MCA

Form No. 617 (Revised 10/2025)

Permit No. _____

Received By _____

WHEN TO USE THIS FORM:

- Montana water law requires the holder of a “Permit to Appropriate Water” to file a certified statement with The Montana Department of Natural Resources and Conservation (DNRC) notifying the department of how the project was completed.

TO USE THIS FORM, THE FOLLOWING MUST APPLY:

- This form must be completed and submitted to the DNRC on or before the completion deadline date indicated on the permit authorization, including any order to reduce or modify the permit pursuant to 85-2-313, MCA, or any written extension of time.
- 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 expires pursuant to 85-2-312, MCA.
- DNRC will utilize the information provided in this form to verify the appropriation was completed in substantial accordance with the terms of the permit authorization. If the DNRC is unable to verify the completion of the appropriation as authorized, the permit may be subject to modification or revocation pursuant to 85-2-314, MCA.
- This form must be completed by a person experienced in the design, construction, or operation of the appropriation works. DNRC will use the information provided on this form to verify whether the appropriation was completed in substantial accordance with the terms, conditions, restrictions, and limitations of the permit, including any reduction or modification pursuant to 85-2-313, MCA.

1. General Information:

Permit No. _____

Person Completing the Form _____

Mailing Address _____



City _____ State _____ Zip _____

Phone Number _____ Email _____

Please explain your knowledge of the project.

2. Water Right Owner(s) Information:

Permit Owner(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Note: *Attach additional list of owners if necessary.*

3. Source of Water Supply:

Groundwater: (Well OR Developed Spring)

Note: *If selecting well, attach a copy of the Well Log Report.*

Lake/Reservoir Name _____ Tributary of _____

Stream Name _____ Tributary of _____

Other _____

4. Point of Diversion & Period of Diversion:

a. **Legal land description.** Enter the legal land description for the point(s) of diversion as they were completed. **Note:** *Attach additional sheets if necessary for multiple points of diversion.*

____ 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 _____

b. **Period of diversion** (month/day) _____ to _____

c. **Shared diversions.** List all water rights utilizing the same diversion.



5. Means of Diversion & Conveyance:

a. **Means of diversion.** Check the box indicating the completed means of diversion.

Pump Headgate/Ditch Dike Dam Pit Well

Spring Box Pipeline Instream/Direct Overflow Subirrigation

Other (please describe) _____

b. **Conveyance.** Please describe the completed conveyance facilities that deliver water from the point of diversion to the place of use.

6. Flow Rate:

a. **Method of Measurement.** Select the measuring device used to measure flow rate.

Note: If selecting "other" please attach measuring device specifications.

Meter Weir Flume Float

Other (please specify) _____

b. **Measurement Records.** Attach field notes showing flow measurements, a Water Measurement Report Form, pump specifications detailing the flow rate and capacity of a pumping system **or** enter measurement readings into the table provided. Flow rate measurements must be taken at the point of diversion.

Note: Some permits require water measurement reporting as a condition of authorization. If this is the case, a Water Measurement Report must be submitted with this notice.

Field Notes Attached Water Measurement Report Form Attached

Pump Specifications Attached See Below

| Date | Time | Reading (GPM or CFS) | Notes |
|------|------|-------------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |



7. Volume:

Complete **one** of the sections to calculate the volume used in the project. VDR (a) calculates the volume using the recorded flow rate. VIN (b) calculates the volume using the recorded inches applied to an irrigation field. Complete VMT (c) for systems that actively meter the volume; **Note:** *please attach a copy of the meter report*. Check VRPT (d) if an attached water measurement report includes a reported volume; **Note:** *attach a copy of the water measurement report*.

a. $V_{DR} = \frac{\text{(GPM)}}{\text{X 60 X (hours)}} \times \frac{\text{(days)}}{\text{X 325,851}} = \text{acre-feet/yr}$

b. $V_{IN} = \frac{\text{(inches/irrigation)}}{\text{X (no. of irrigations)}} \times \frac{\text{(acres)}}{\text{X 12}} = \text{acre-feet/yr}$

c. $V_{MT} = \frac{\text{(metered volume)}}{\text{acre-feet/yr}}$
(Attach meter report.)

d. $V_{RPT} = \square$ Water Measurement Report Form Attached

8. Consumptive Volume:

Complete the section that is applicable; if the permit is not for irrigation, stock, or municipal use, this section can be left blank. For irrigation, please enter the constructed grade of the ditch system as a percentage.

a. Irrigation Use.

| Method of Distribution | Completed Slope (%) | Notes |
|--|---------------------|-------|
| <input type="checkbox"/> Sprinkler | N/A | |
| <input type="checkbox"/> Graded Border Ditch | | |
| <input type="checkbox"/> Contour Ditch | | |
| <input type="checkbox"/> Furrow | | |

b. Stock Use.

Number and Type of Stock _____

c. Municipal Use. Check wastewater treatment / disposal method.

Individual Drain fields

Central Treatment Facility

Evaporation Basin



9. Reservoir:

a. **Storage Capacity.** Attach an engineering report or a Natural Resource Conservation Service (NRCS) report showing the surface area, depth, and capacity of the completed reservoir. Or enter information into the given equations.

Engineering Survey Attached NRCS "As Built" Survey Attached See Below

Dam: Surface Area _____ X Max Depth _____ X 0.4 = _____ acre-feet
(acres) (feet)

Pit: Surface Area _____ X Max Depth _____ X 0.5 = _____ acre-feet
(acres) (feet)

b. **Storage Location.** Enter the legal land description for the reservoir's location. **Note:** *If the reservoir extends into multiple legal land descriptions, attach another sheet detailing the location of the reservoir.*

____ 1/4 ____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W

Gov't Lot # _____ County _____

10. Place of Use:

a. **Overlapping places of use.** List water right numbers for each right with the same purpose that (partially) overlaps the place of use for the permit. This includes supplemental rights.

b. **Place of use legal land description.** Enter the legal land description for the completed place of use. Enter the acreage contained in each legal land description if there is an associated acreage for the permit. **Note:** *Attach additional sheets if necessary.*

____ 1/4 ____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W

Gov't Lot # _____ County _____ Tract # _____ COS # _____

Acres _____ Check One: Supplemental Place of Use OR New Place of Use

Subdivision Name _____ **Lot** _____ **Block** _____

____ 1/4 ____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W

Gov't Lot # _____ County _____ Tract # _____ COS # _____

Acres _____ Check One: Supplemental Place of Use OR New Place of Use

Subdivision Name _____ Lot _____ Block _____



____ 1/4 ____ 1/4 ____ 1/4 ____ 1/4 of Section ____ Township ____ N S Range ____ E W
Gov't Lot # ____ County _____ Tract # _____ COS # _____
Acres _____ Check One: Supplemental Place of Use OR New Place of Use
Subdivision Name _____ Lot _____ Block _____

c. **Total Acres** _____

Note: Attach a map showing how the project was completed. The map should indicate the place of use for the project, the point of diversion, the reservoir location, and any other information that may be helpful in demonstrating how the project was completed.

11. Water Use:

a. **Completed Purpose.** Select the way (purpose) water from this appropriation is used.

Agricultural Stock Domestic Commercial Fire Protection
 Fish & Wildlife Industrial Irrigation Lawn & Garden Mining Municipal
 Power Generation Recreation Sale/Water Marketing
 Other _____

Note: For sale/water marketing purposes records of the maximum annual use of water and copies of all executed contracts for the sale of all water must be attached.

b. **Period of Use** (month/day) _____ to _____ Year-Round Use

12. Post-Final Decree Petition:

Was this permit reduced or modified following a petition, pursuant to 85-2-313, MCA?

No Yes

If yes, explain how the reductions or modifications have or have not been completed.



13. Permit Terms, Conditions, or Restrictions:

Explain how each term, condition and/or restriction of the permit has or has not been met. **Note:** *Attach any documentation required as a condition of the authorization.*

14. Completion:

Explain the reason for any deviations from the original permit authorization.

15. Attachments: Check the box next to each attachment affixed to this Project Completion Notice. Label each attachment with the corresponding letter.

- a. A list of additional permit owners.
- b. A well log report.
- c. A description of additional points of diversion.
- d. A description of measurement device specifications.
- e. Water measurement field notes.
- f. Pump specifications.
- g. Water measurement report form.
- h. Meter report showing diverted volume.
- i. Engineering survey.
- j. NRCS "As Built" Survey.
- k. A description of a reservoir's legal land description.
- l. A description of additional places of use.
- m. Records of maximum annual water use.
- n. Copies of all executed contracts for the sale of water.
- o. A map of the completed project.
- p. Other attachments:



16. Certification: This certification is required by law in 85-2-315, MCA. Failure to properly certify this statement may result in revocation of the permit.

I CERTIFY THAT I AM A PERSON WITH EXPERIENCE IN THE DESIGN, CONSTRUCTION, OR OPERATION OF APPROPRIATION WORKS. THE ABOVE INFORMATION IS A TRUE STATEMENT OF THE EXTENT THE PROJECT WAS DEVELOPED.

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 _____

Permit Owner(s) Acknowledgement

I (WE) HAVE REVIEWED THIS NOTICE AND AGREE THE ABOVE INFORMATION IS A TRUE STATEMENT OF THE EXTENT THE PROJECT WAS DEVELOPED.

I (WE) 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 _____

Signature _____

Date _____

Printed Name _____

Signature _____

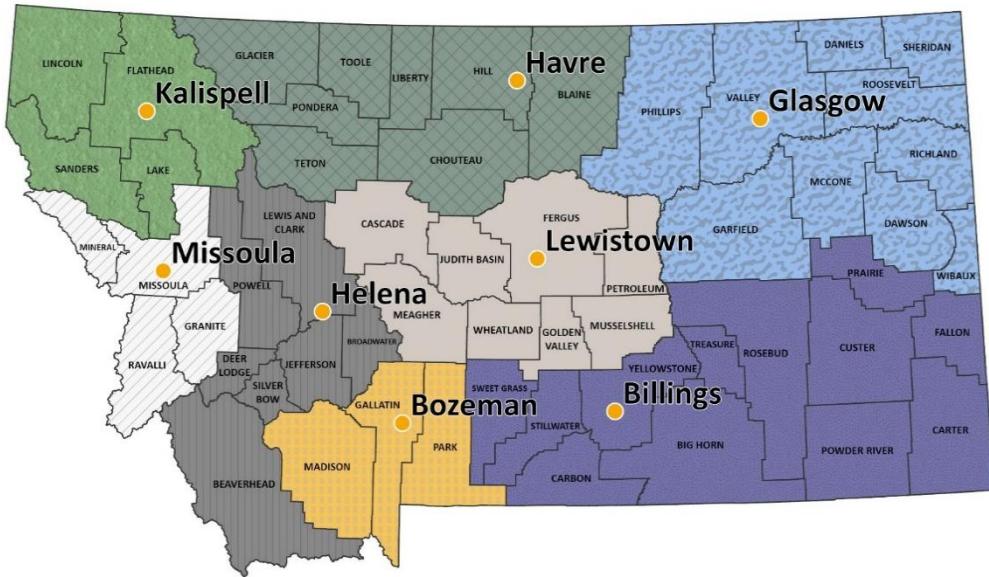
Date _____

Printed Name _____

Note: Attach copies of this page for additional owners.



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

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

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

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

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

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

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

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

Granite, Mineral, Missoula, and Ravalli Counties