



## Project Completion Notice for Permitted Water Development

85-2-315, MCA

Form No. 617 (Revised 10/2025)

For Department Use Only

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.

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#### 1. General Information:

Permit No. \_\_\_\_\_

Person Completing the Form \_\_\_\_\_

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



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

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

Please explain your knowledge of the project.

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## 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.

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## 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.

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## 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.**

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

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

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

$$d. V_{RPT} = \quad \boxed{\phantom{x}} \text{ Water Measurement Report Form Attached}$$

## 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.

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- 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
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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 # \_\_\_\_  
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.

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### 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.*

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### 14. Completion:

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

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

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



**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 \_\_\_\_\_

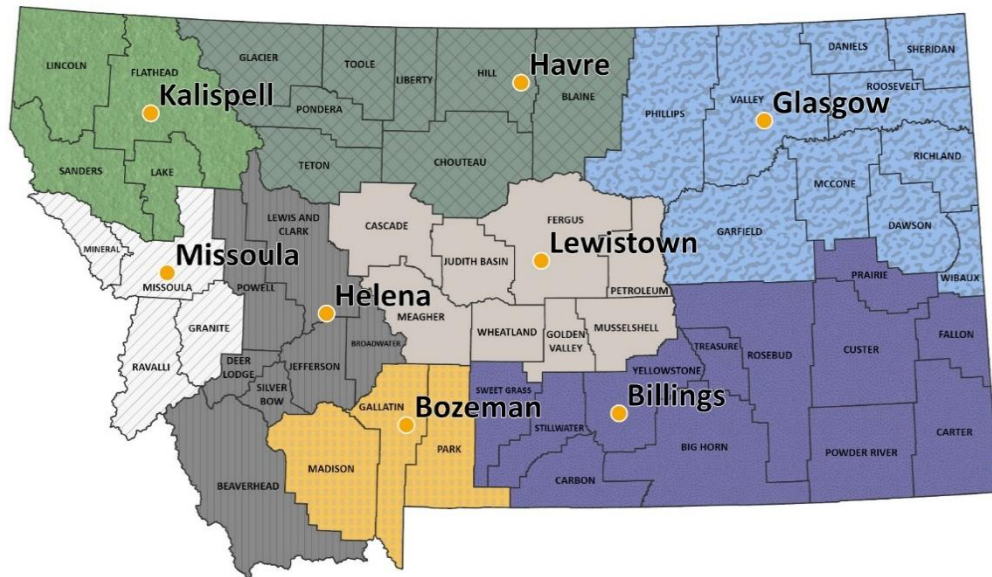
Printed Name \_\_\_\_\_

**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](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