



**Project Completion Notice
for Change of a Water Right**

85-2-402, MCA

Form No. 618 (Revised 10/2025)

For Department Use Only

WHEN TO USE THIS FORM:

Authorization No. _____

Received By _____

- Montana water law requires the holder of an Authorization to Change in Appropriation Right to file a certified statement with The Montana Department of Natural Resources and Conservation (DNRC) notifying the DNRC 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 change authorization(s) or any written extension of time.
- If the project cannot be completed, an Application for Extension of Time (Form No. 607) must be filed prior to the deadline date; otherwise, the change authorization may be subject to expiration 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 change authorization. If the DNRC is unable to verify the completion of the change as authorized, the change authorization 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. The DNRC will use the information provided on this form to verify whether the change was completed in substantial accordance with the terms of the change in appropriation right. The DNRC may also verify that the elements and conditions of the change in appropriation right are in substantial accordance with the elements of the existing water right as adjudicated in the final decree or any modification or reduction of the provisional permit pursuant to 85-2-313, MCA.

1. General Information:

Change Authorization 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. Change(s) Authorized:

Check the box showing what change(s) were authorized. Complete only the sections of the form corresponding to that change.

Point of Diversion (Complete Section 4) Place of Use (Complete Section 5)

Storage (Complete Section 6) Purpose (Complete Section 7)

4. Change in Point 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 _____



5. Change in Place of Use:

a. **New Place of Use.** Enter the legal land description for the new place of use. Enter the acreage contained in each legal land description if there is an associated acreage. **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 _____

b. **Place of Use Removed.** Enter the legal land description for the place of use taken out of production by the change. **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.*



6. Change in Storage

a. **New 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. **New Storage Location.** Enter the legal land description for the new 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

c. **Removed Storage Location.** Enter the legal land description for a reservoir that was removed as part of the change. **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

7. Change in Purpose Water:

Select the new ways that 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 purpose

Executed contracts for the sale of oil water must be attached.



8. Post-Final Decree Petition

Was a permit underlying this change 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.

9. Change Terms, Conditions, or Restrictions

Explain how each term, condition, and/or restriction of the change authorization has or has not been met.

Note: Attach any documentation required as a condition of the authorization.

10. Completion

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

11. 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 water right owners.
- b. A description of additional points of diversion.
- c. Water measurement field notes.
- d. Engineering survey.
- e. NRCS "As Built" Survey.
- f. A description of a reservoir's legal land description.
- g. A description of additional places of use.
- h. Records of maximum annual water use.
- i. Copies of all executed contracts for the sale of water
- j. A map of the completed project.
- k. Other attachments: _____

12. Certification: This certification is required by law in 85-2-315, MCA. Failure to properly certify this statement may result in revocation of the authorization to change in appropriation right.

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 _____

Continued on next page



Change in Appropriation Right 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 _____

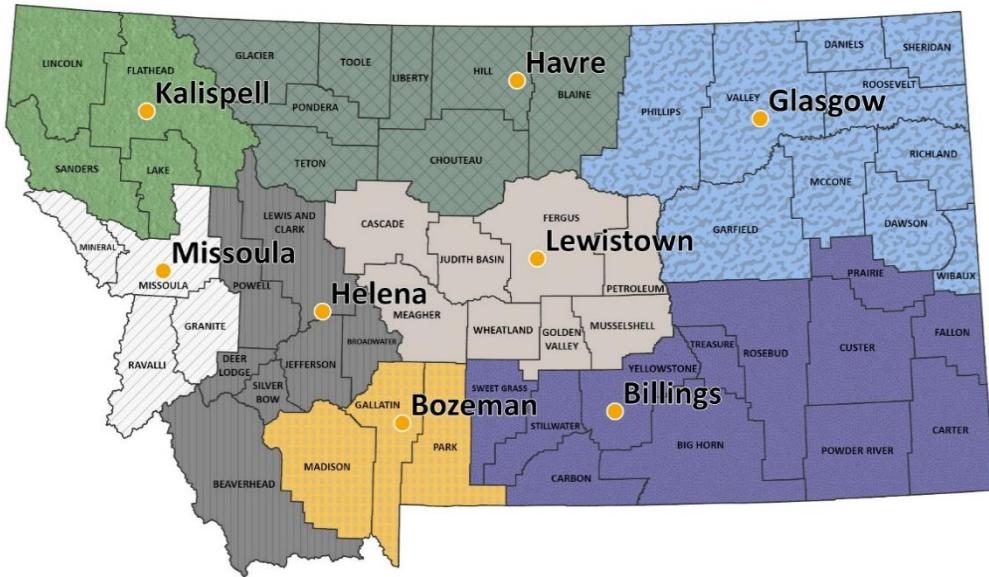
Date _____

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