



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

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

85-2-402, MCA

**Form No. 618** (Revised 10/2025)

For Department Use Only

Authorization No. \_\_\_\_\_

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

**WHEN TO USE THIS FORM:**

- 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.

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**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.

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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. 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

Gov't Lot # \_\_\_\_\_ County \_\_\_\_\_

## 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 purposes records of the maximum annual use of water and copies of all executed contracts for the sale of all 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.

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## 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.*

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## 10. Completion

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

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

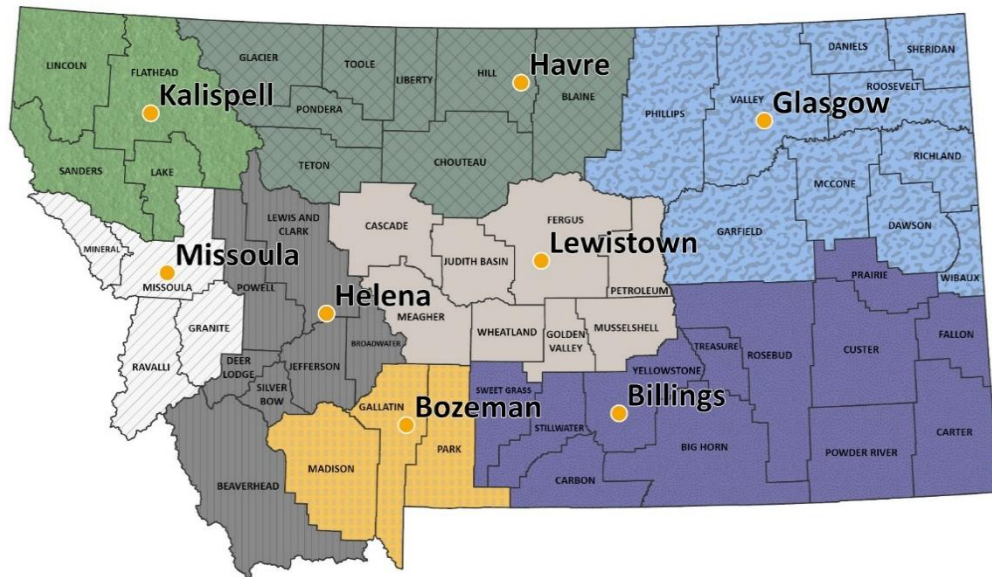
Date \_\_\_\_\_

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](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