

## SUBSTITUTE WELL NOTICE OF COMPLETION FORM

Mail form to:  
**Flathead Reservation Office of the Water Engineer**  
PO Box 37  
Ronan, MT 59864  
For questions contact: [contact@frwmb.org](mailto:contact@frwmb.org) or (406) 201-2532

Use this form to file for the completion of a substitute well as described in **Section 2-2-115** of the CSKT-MT Compact Unitary Administration and Management Ordinance ((MCA 85-20-1902 and CSKT Ordinance 111-A).

**Filing Fee: \$100.00** *Make checks payable to FRWMB.*

Read attached instructions **before** completing this form. Incomplete or incorrectly filed forms may result in processing delays.

### OFFICE of the ENGINEER USE ONLY

Water Right # \_\_\_\_\_ Basin \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Time \_\_\_\_\_ AM / PM

Rec'd By \_\_\_\_\_

Payor \_\_\_\_\_

Amount Rec'd \_\_\_\_\_

Check # \_\_\_\_\_

Refund \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT

**To file this form, you must comply with the following:**

- I. The rate and volume of the substitute well is equal to or less than the well being replaced.
- II. The water from the substitute well is appropriated from the same groundwater sources as the well being replaced.
- III. The substitute well is used for the same purpose as the well being replaced.
- IV. The old well is properly abandoned in accordance with the procedures adopted by the board of water well contractors.

### **READ AND ANSWER THE QUESTIONS BELOW TO DETERMINE IF YOU CAN FILE YOUR WATER USE ON THIS FORM.**

- Yes  No Is the groundwater aquifer the same for the new well and the old well?
- Yes  No Is the flow rate used from the new well the same or less than the maximum flow rate of the old well?
- Yes  No Is the new well used for the same purposes (there is no increase in the use) as the old well?
- Yes  No Was the old well properly abandoned? The proper abandonment procedures can be found in the Board of Water Well Contractor rules, ARM 36.21.670.

**If the answer to all the above questions is "yes", continue to complete this form.**

**1. WATER RIGHT OWNER INFORMATION**

Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell/Home Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**2. WATER RIGHT NUMBER** (for the old well being replaced) \_\_\_\_\_  
*Attach a copy of the filed water right with this application.*

**3. WELL DEPTHS & STATIC WATER LEVEL**

Old well depth: \_\_\_\_\_ feet    New well depth: \_\_\_\_\_ feet  
Old well static level: \_\_\_\_\_ feet    New well static level: \_\_\_\_\_ feet

**4. NEW WELL LOCATION**

The new well is located approximately \_\_\_\_\_ feet,  N  S  E  W from the old well.

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
\_\_\_\_ ¼ \_\_\_\_ ¼ \_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_  N  S Range \_\_\_\_\_  E  
 W

County \_\_\_\_\_ Lot\* \_\_\_\_\_ Block\* \_\_\_\_\_ Subdivision Name\* \_\_\_\_\_  
Tract No\* \_\_\_\_\_ COS/TSR No.\* \_\_\_\_\_ Government Lot\* \_\_\_\_\_  
Street Address, including City/State/Zip Code \_\_\_\_\_

**5. WELL LOGS**

Well logs can be found at: <https://mbmggwic.mtech.edu/>

Attach the following to this form:

- a. Old well log (for the well being replaced)
- b. Abandonment well log
- c. New well log.

**6. MAP**

Montana Cadastral aerial images can be used to help generate a map.

(<http://svc.mt.gov/msl/mtcadastral/>)

A marked and labeled map must be submitted with the application and include the following:

- Location of the new well
- Location of the old well
- Property boundaries and ownership information
- Township, Range, and Section of the point of diversion and place of use
- All buildings on the property
- Boundaries of the proposed watered lawn and garden area
- Sewage facilities including septic tanks and drain fields within the property boundaries
- All wells within a 500-foot radius of the proposed well or spring
- Other well connections including conveyance, points of diversions, and surface water features

**7. DECLARATION**

I declare under penalty and perjury that the statements appearing here are, to the best of my knowledge, true and correct and affirm that I have possessory interest, or the written consent of the person with the possessory interest, in the point of diversion, place of use, and conveyance.

**Applicant 1 Printed Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

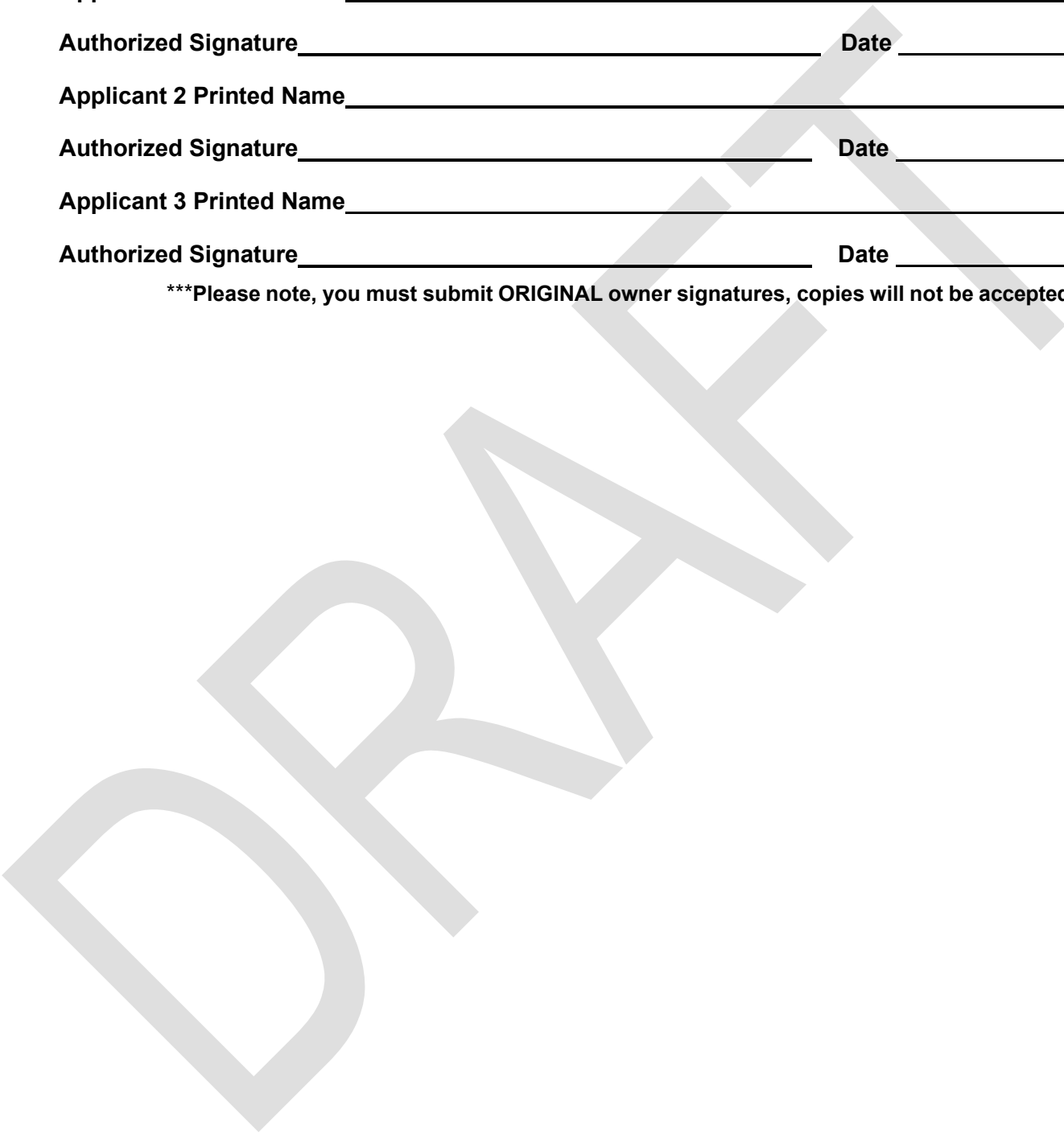
**Applicant 2 Printed Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant 3 Printed Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*Please note, you must submit ORIGINAL owner signatures, copies will not be accepted.



## INSTRUCTIONS SUBSTITUTE WELL NOTICE (FORM 634)

For substitute wells with a rate and volume equal to or less than the well being replaced.

**Qualifying Questions:** Your well can be considered a replacement well and you can file this form if:

1. Do the old and new (substitute) wells draw water from the same groundwater aquifer?
  - If not, you cannot file this form. Contact the Office of the Engineer for information about the proper form.
  - If yes, proceed to the next questions.
2. Is the flow rate used from the new well less than or equal to the maximum flow rate used from the old well?
  - If not, you cannot file this form. Contact the Office of the Engineer for information about the proper form.
  - If yes, proceed to the next questions.
3. Is the new well used for the same purpose as the old well? (For example, if the old well was used for one house with lawn and garden the new well must be used for those same amounts and purposes.)
  - If there are new or different uses, you cannot file this form. Contact the Office of the Engineer for information about the proper form.
  - If yes, proceed to the next questions.
4. Has the old well has been properly abandoned in accordance with the procedures, standards and rules adopted by the board of water well contractors pursuant to 37-43-202 MCA?
  - If not, you cannot file this form at this time. Contact the Office of the Engineer for more information.
  - If you answered yes to all these questions, continue to the next section.

**If you answer no to any of these questions this is not the correct form  
Please contact the Office of the Engineer for more information.**

<b>Complete this form ONLY if you have determined this is the correct form to file.</b>
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1. **Water Right Owner:** Enter the complete name(s), mailing address, and phone numbers of the owner(s) of the existing water right. If you own the existing water right, but it is not in your name, contact the Water Resources Regional Office for information on completing an Ownership Update Form.
2. **Water Right Number:** Enter the water right number of the old well that was replaced. You must attach a copy of the filed water right.
3. **Well Depths:** Enter the well depths and static water levels for both the old and new wells.
4. **Well Location:** This is the actual location of the replacement (new) well.
  - a. Enter the approximate distance and the direction that the new well is located from the old well.
  - b. Enter the legal land description for the location of the development. Describe the location to the nearest 10 acres if possible. Legal land descriptions may be obtained from the well log, county records, or the Montana Cadastral: <http://svc.mt.gov/msl/mtcadastral/>
  - c. Subdivisions: Enter the lot and block or tract number, and subdivision name, if applicable.
  - d. Government Lots: Enter the government lot number, if applicable
  - e. Certificate of Survey: Enter the survey number, if applicable
  - f. Physical Address: Enter the physical address of the development including city, state, and zip code.
5. **Well Logs:** to find old well logs visit: <https://mbmggwic.mtech.edu/>

Attach to your filing a copy of the old well log, the abandonment well log, and the new well log.

**6. Map**

A map is required. Include all information required on the form. Montana Cadastral arial images can be used to produce your map (<http://svc.mt.gov/msl/mtcadastral/>)

**7. DECLARATION**

All owners of record at the place of use, point of diversion, and conveyance must sign the application and attest that the statements on the form are true and correct.

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