Form 106A Instructions: Notice of Completion for Water Development for Projects not Developed as Authorized

§85-2-316, MCA, **Form 106B** (Revised 03/2026)

Important Information: The Conservation District Reserved Water Administrative Procedures and Rules require a holder of a Reserved Water Use Authorization to file a Notice of Completion of Water Development, Form 106, notifying the Conservation District how the project was completed. If the project was **NOT** fully developed as specified within the terms, conditions, order, and limitations of the Authorization issued, Notice of Completion of Water Development for Projects Not Developed as Authorized, Form 106A must be completed.

This form must be completed by a person who has experience in the design, construction, or operation of the infrastructure workings. This may include but is not limited to hydrologists, water resource consultants, irrigation specialists, engineers, or the Authorization holder if experienced in water measurement and legal land descriptions. If the form is not completed properly or corrected within the time allowed by the Conservation District, the Authorization may be subject to revocation pursuant to the District Administrative Procedures and Rules.

General Instructions to complete form: Form 106A is to be completed with information showing how the project was developed and used. Show all measurements or calculations or attach the field notes. For ease of completing the form, follow the line-by-line instructions below and if you have any questions, contact the Conservation District.

General Information

1. Provide the CD Water Reservation and Water Use Authorization numbers.
2. Name the current owner of the Authorization, mailing address, and daytime phone number. If the current owner is different from the owner listed on the Authorization or in the district records, a Notice of Transfer of Reserved Water Use Authorization, Form 109, must be filed.
3. If the field examiner (the person completing this form) is someone other than the authorization holder, indicate that person's full name, professional title, mailing address, and daytime phone number. If the field examiner is the authorization holder, write "same." Indicate the date on which the project was examined.
4. List the Authorization number. This number can be found on the Authorization or in the district records.

Overlapping Water Rights

4A. List the water right numbers of any other water rights that are used on the same place of use as the Authorization. Contact the District or local Water Resources Division Regional Office, if needed, to identify the proper water right numbers.

4B. List the water right numbers of any other water rights that are diverted from the same point of diversion as the Authorization. Contact the District or local Water Resources Division Regional Office, if needed, to identify the proper water rights numbers.

Source of Water

5. Select the appropriate box for the source of water, specifically for:
   - Lake or Reservoir: List its name and the outflowing stream of which it is tributary.
   - Stream: List its name and the source or stream of which it is tributary
   - Unnamed streams: List the name of the source or stream of which it is tributary.
   - Closed Basin: Check this box if the water drains into a depression, lake, etc., from which water escapes only by evaporation.

System Description

6A. Indicate how the water is diverted from the source. Check the appropriate box or describe the diversion.

6B. Identify pump diversion, brand name, motor, and engine information.

6C. For reservoirs, give the capacity in acre-ft. Attach a NRCS survey or attach the field examiner's measurements and complete the appropriate formula.

- Indicate whether there is a release in the dam other than the spillway. If so, describe in detail the type and size of the release or drainage device.

6D. Describe the conveyance facilities. How is the water conveyed from the source to the place of use.

- Describe the type, length, and inside diameter of any pipeline, or the length, top and bottom width, and depth of any ditch or natural carrier or other means of conveyance.

6E. For irrigation projects, describe the type of system installed.

- For sprinkler systems, include the number of heads, the pounds per square inch (PSI), the type and size of nozzles, or attach a sprinkler chart.

6F. Indicate the type of crop irrigated.

Period of Appropriation

6G. The period of appropriation is the time during the year that water is diverted, impounded, or withdrawn from the source.

- Indicate the first month and day and the last month and day of year that water is removed from the source.

Point of Diversion

6H. Assign each point of diversion listed an identification number (ID number) that corresponds to that diversion on the map required in Part 12. List every point of diversion for the Authorization. This is the location where the water is diverted from the source. Describe the point of diversion to the nearest 10-acres: the ¼ section, Section, Township, Range, and County.

Place of Use

6I. For irrigation, list the legal description for each parcel of irrigation and the number of acres in each parcel. Describe the parcel to the nearest ¼ section, and the Section, Township, Range, and County. Indicate whether the irrigation is on new (N) ground. If other water rights are used on the same ground, this Authorization is considered supplemental (S) to the other water rights.

- For non-irrigation purposes, indicate the purpose and the place of use. If it is the same location as the point of diversion, check the box.

Flow Measurements

6J. The rate at which the water is diverted from the source must be identified. The method of measurement, type of equipment used, and the measurement readings must be indicated. Attach copies of any field notes taken of the measurements.

- Check the appropriate box and if checking "other," describe how the flow rate was measured.
- Give the details requested of the equipment used to take the measurement.
- List the measurement readings or attach a copy of the field notes.

Volume Calculations

6K. The volume (acre-ft) of water used for each purpose must be determined. For irrigation, identify the crop requirement. Irrigation guides may be available at your local Natural Resources Conservation Service office or Department of Natural Resources and Conservation office. To reasonably determine the amount of water actually used, complete one of items 2, 3, or 4. If item 1 is greater than or less than the actual amount used as indicated in items 2, 3, or 4, identify any facts that would explain why.

- For other uses, show the calculations used to determine the volume of water used on an annual basis. Water conversion standards can be found on Water Conversion Table, Form 615, available at your local Water Resources Division Regional Office.

Beneficial Use

6L. Check the purpose for which the permit is used. Complete the requested information for each purpose.

- Identify the period of use, the time during the year water is used for the particular purpose.
- Indicate the first month and day and the last month and day that water is used during the year.
- If there is more than one purpose and only one point of diversion, the flow rate for each purpose should be read the same.

Map and Photographs

6M. A map of the project must accompany the form.

- Use a copy of an aerial photograph that shows section corners, section numbers, township and range numbers, the means of conveyance, the point of diversion, and its map identification number (ID number), place of use, and reservoir location(s).
- Photographs may be used as additional documentation to show that the Authorization was developed and that the water was put to beneficial use. Photos must include the Authorization number, date photo was taken, photographer's name, and the subject of the picture (e.g.: point of diversion, etc.)

Conditions or Limitations

6N. All Reserved Water Use Authorizations are subject to prior existing water rights and the final determination of those water rights. Some Authorizations include other conditions or limitations to protect prior water rights or to ensure that the Authorization criteria are met. Review the Authorization to identify any conditions or limitations placed on the Authorization. Describe how the conditions or limitations have been complied with or not. If they have not been complied with, explain why.

Remarks

6O. Use this space to explain further any information included on this form further. If more space is need, attach additional paper to respond.

Certification

6P. The Field Examiner completing the form must sign and notarize the certification.

Authorization Owner Signature: Even if another party such as the Field Examiner completes the form, the Authorization Holder must also sign and date the form.