



# NOTICE OF COMPLETION OF GROUNDWATER DEVELOPMENT

§85-2-306, MCA  
Form No. 602 (Revised 01/2024)

### When to use this form

- Use this form for completed groundwater developments where the water has been put to use for the purposes identified with a maximum use of 35 GPM not to exceed 10 AC-FT per year.

### Filing fee:

- The filing fee for Form 602 is \$250.
- Please make checks payable to DNRC.

### Important information:

- Incomplete forms may be returned.
- Please send **all pages** of your completed Form 602 to the applicable Water Resources Regional Office (Regional Office contacts listed on last page).
- Your priority date is determined by the date of filing. If it is determined this form was improperly filed, your priority date may be changed.
- If your development is within a Controlled Groundwater Area, this form cannot be used.
- If you have any questions, please contact your Regional Office (Regional Office contacts listed on last page).

### To use this form, the following must apply to your water use:

- The groundwater must have been put to use for the purpose(s) identified.
- The development is not located within the boundaries of a Controlled Groundwater Area, unless instructed otherwise by DNRC.
- The source is groundwater, meaning any water located beneath the ground surface. The water is typically diverted from the ground via a well, developed spring, or a collection of water in a groundwater pit or pond.
- The flow rate diverted from the development is 35 gallons per minute or less.
- The total volume used from the development does not exceed 10 acre-feet per year. If you share a well with others, the total volume used by all users cannot exceed 10 acre-feet per year. When the water use exceeds that amount, you must file an Application for Beneficial Water Use Permit (Form 600).

Maps submitted with this form should include the following: North Arrow, Section, Township, Range, and an X where the development is located. If the required information is included on the map, DNRC will confirm the written land description matches the map. If it does not, DNRC will change the legal land description to match the map.

All of the required information and appropriate fee must be entered for your application to be considered correct and complete as required under § 85-2-306, MCA.

### For Department Use Only

Notice # \_\_\_\_\_ Basin \_\_\_\_\_  
 Priority Date \_\_\_\_\_ Time \_\_\_\_\_  
 Rec'd By \_\_\_\_\_  
 Fee Rec'd \$ \_\_\_\_\_ Check # \_\_\_\_\_  
 Deposit Receipt # \_\_\_\_\_  
 Deficiency Letter Sent \_\_\_\_\_  
 Payor \_\_\_\_\_  
 Refund \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Rejected  \_\_\_\_\_



1. \_\_\_\_\_  
**ALL LEGAL OWNERS OF PROPERTY PER RECORDED DEED:** *If owned by a Trust, LLC, etc., please specify*

\_\_\_\_\_  
**COMPLETE MAILING ADDRESS** for Water Rights Correspondence

\_\_\_\_\_  
**EMAIL ADDRESS**

\_\_\_\_\_  
**PRIMARY PHONE**

\_\_\_\_\_  
**SECONDARY PHONE**

*\*For additional Owners/addresses, attach an Additional Information Addendum.*

2. **HAS THIS WATER BEEN PUT TO USE FOR THE PURPOSES ON WHICH YOU ARE FILING?**

Yes  No *If no, you cannot file this form at this time. Please file when the water has been put to use. (i.e., house built)*

3. **ARE YOU FILING UNDER THE PERMIT EXCEPTION IN §85-2-306(3)(d), MCA FOR CONSTRUCTED PUBLIC WATER SUPPLY SYSTEMS (AS DEFINED IN §75-6-102(15), MCA)?**

Yes  No *If yes, you must attach a copy of Montana Department of Environmental Quality (DEQ) approval for the water supply system. For #8, include all planned uses for this water supply system. Note that you will be required to measure water use and report annually to DNRC.*

4. **MEANS OF DIVERSION (How are you accessing water?)**

Well – Attach well log, if available. *Water Well Contractor Name:* \_\_\_\_\_

Developed Spring (Excavation performed at the spring location)

Pit/Pond – Surface Area: Length x Width \_\_\_\_\_ -or- Acres \_\_\_\_\_ and Max depth \_\_\_\_\_ ft

5. **FLOW RATE USED \_\_\_\_\_ GPM (Cannot Exceed 35 GPM)**

*Determining the Flow Rate you are pumping: Using a directly connected spigot (generally the frost-free hydrant located near the well head), turn the water on until the pump comes on and stays on. Time how many seconds it takes to fill a 5-gallon bucket.*

*Use the following formula to calculate the flow rate:  $300 \div \text{number of seconds} = \text{Flow Rate in GPM}$ .*

6. **ARE THERE OTHER WELLS, DEVELOPED SPRINGS, OR PITS ON YOUR PROPERTY?**  Yes  No

*If yes, submit a map of your property indicating the location of each diversion, distance apart, and water right number if available. The map may be hand drawn or a printout.*

7. **IS THE WELL, DEVELOPED SPRING, OR PIT USED BY SOMEONE ELSE OR FOR ANOTHER WATER RIGHT?**

Yes  No

*If yes, please explain how and provide a DNRC water right number for each.*



**8. PURPOSE AND PERIOD OF USE** (Only check those you are currently using water for **on your property**)

DOMESTIC

Number of dwellings supplied on your property: \_\_\_\_\_

Year-round use:  Yes  No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_ *inclusive of each year*

LAWN AND GARDEN

Size of **lawn/garden** areas: \_\_\_\_\_ acres -OR- \_\_\_\_\_ length x width

April 1 – October 31:  Yes  No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_ *inclusive of each year*

CROP IRRIGATION (do not include lawns and personal gardens)

Type of crop: \_\_\_\_\_ Total **irrigated** acres: \_\_\_\_\_

April 1 – October 31:  Yes  No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_ *inclusive of each year*

LIVESTOCK (do not include household pets such as dogs and cats)

Number & Type (ex: 100 cows & 1 horse): \_\_\_\_\_

Year-round use:  Yes  No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_ *inclusive of each year*

Number of tanks supplied: \_\_\_\_\_

OTHER (do not include purposes described above)

Describe purpose of use: \_\_\_\_\_

Gallons per day: \_\_\_\_\_ (see *DNRC Water Calculation Guide for gallons per day for common uses*)

Year-round use:  Yes  No **If no**, from: \_\_\_\_\_ to \_\_\_\_\_ *inclusive of each year*

**\*\*THE INFORMATION REQUESTED ON QUESTIONS 9 – 11 CAN BE FOUND ON TAX STATEMENTS, COUNTY RECORDS, OR ON MONTANA CADASTRAL AT <https://svc.mt.gov/msl/mtcadastral>\*\***

**9. POINT OF DIVERSION** – Location of the well/spring/pit (if on neighboring property, put that description here)

Physical Address, include City/State/Zip Code \_\_\_\_\_

\_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 of Section \_\_\_\_ Township \_\_\_\_  N  S Range \_\_\_\_  E  W

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

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**10. PLACE OF USE** – Location where the water is being used (must be property of legal ownership / interest)

Geocode(s) (unique 15 or 17-digit property ID #): *example:12-3456-78-9-12-34-0000*

\_\_\_\_\_

**11. IS THE PLACE WHERE WATER IS USED THE SAME AS THE POINT OF DIVERSION?**  Yes  No **If no**, enter the place of use description below. *\*For additional places, attach an Additional Information Addendum.*

Physical Address, include City/State/Zip Code \_\_\_\_\_

\_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 of Section \_\_\_\_ Township \_\_\_\_  N  S Range \_\_\_\_  E  W

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

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_



**AFFIDAVIT OF OWNERSHIP OR WRITTEN CONSENT**

I have possessory interest in the property where the water has been put to beneficial use and I have the exclusive property rights in the groundwater development works **OR** I have attached written consent of the person owning the groundwater development works and/or written notification to the landowner pursuant to MCA 85-2-306(1).

***Submit ORIGINAL or certified electronic owner signatures; copies will not be accepted.***  
***ALL LEGAL OWNERS LISTED IN #1 ABOVE MUST SIGN OR APPLICATION WILL BE REJECTED!***  
***\*\*If signing on behalf of another entity, note your title / legal authority to do so.***

**I declare under penalty of perjury & the laws of the State of Montana that the foregoing is true & correct.**

Printed Name \_\_\_\_\_ **\*\*Office/Title:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name \_\_\_\_\_ **\*\*Office/Title:** \_\_\_\_\_

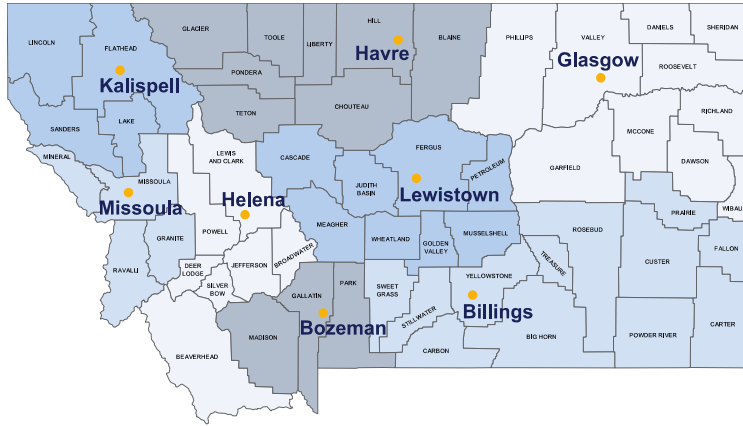
**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name \_\_\_\_\_ **\*\*Office/Title:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



# WATER RESOURCES REGIONAL OFFICES



## **BILLINGS**

Airport Industrial Park, 1371 Rimtop Dr  
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*

## **HELENA**

1424 9th Ave., PO 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*

## **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*

## **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*

## **GLASGOW**

222 6th Street South, PO 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*

## **LEWISTOWN**

613 Northeast Main St., 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*

## **HAVRE**

210 6th Ave., PO 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*

## **MISSOULA**

2705 Spurgin Rd. Bldg. C, PO 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*

MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION  
Water Resources Division – Water Rights Bureau  
<https://dnrc.mt.gov/Water-Resources/Water-Rights/>

