



NOTICE OF COMPLETION OF GROUNDWATER DEVELOPMENT

§85-2-306, MCA
Form No. 602 (Revised 07/2024)

For Department Use Only

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 other groundwater certificate holders, 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 provided.

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.

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 ÷ number of seconds = Flow Rate in GPM.

6. ARE THERE OTHER WELLS, DEVELOPED SPRINGS, OR PITS ON YOUR PROPERTY?

Yes No *If yes, please explain and 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 GROUNDWATER DEVELOPMENT 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 – 12 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. PLACE OF USE- 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 _____

12. PARCEL INFORMATION- If the parcel associated with the place of use and/ or point of diversion has been subdivided since 10/17/2014, attach the certificates of survey (COSs) or final plats dating back to 10/17/2014.

Not Applicable Applicable, documents attached



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 and under the laws of the State of Montana that the foregoing is true and correct.

Printed Name _____ ****Office/Title:** _____

Signature _____ **Date:** _____

Printed Name _____ ****Office/Title:** _____

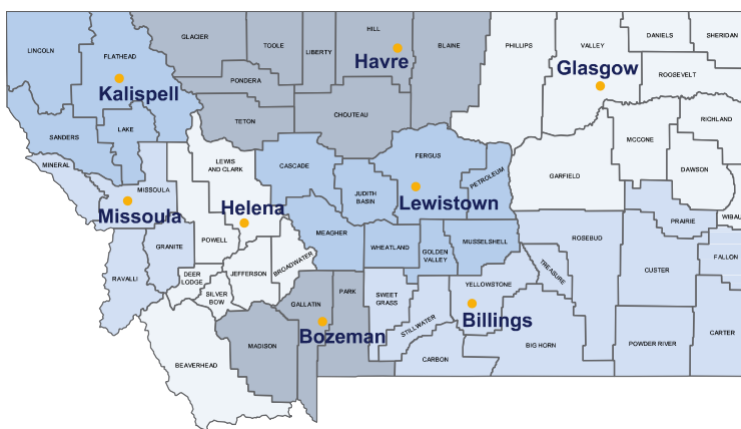
Signature _____ **Date:** _____

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

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, PO 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 Ave., PO 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 Ave., PO 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 St., 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 Rd. Bldg. C, PO Box 5004
Missoula, MT 59806-5004

PHONE 406-721-4284 FAX 406-542-5899
EMAIL 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/>

