



# REPLACEMENT WELL NOTICE

§85-2-402(15), MCA  
Form No. 634 (Revised 09/2024)

For Department Use Only

### When to use this form

- Use this form to notify the DNRC of a well that has been replaced.
- Use this form for municipal wells that do not exceed 450 GPM or for all other wells that do not exceed 35 GPM and 10 AC-FT per year.

### Attach the following documents

- Copy of the existing water right.
- Copy of the well log for the new well.
- Copy of the abandonment well log for the decommissioned well.
- If available, attach a copy of the original well log.
- Map showing the new & old well locations.

Application # \_\_\_\_\_ Basin \_\_\_\_\_  
 Priority Date \_\_\_\_\_ Time \_\_\_\_\_  
 Rec'd By \_\_\_\_\_  
 Fee Rec'd \$ \_\_\_\_\_ Check # \_\_\_\_\_  
 Deposit Receipt # \_\_\_\_\_  
 Payor \_\_\_\_\_  
 Refund \$ \_\_\_\_\_ Date \_\_\_\_\_

Filing fee: \$150.00

**If your development is within a Controlled Ground Water Area, the regional office will contact you to explain the correct filing requirements.**

### 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 as the old well, with no increase in use?  
 Yes  No Was the old well properly abandoned? Proper abandonment of a well requires a licensed water well contractor to complete the work per ARM 36.21.670.

**If the answer to all of the above questions is "yes", you can file this form. Complete the information below.**

**1. WATER RIGHT OWNER(S)** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**2. WATER RIGHT NUMBER (for the old well being replaced)** \_\_\_\_\_  
 If you do not have a DNRC water right number, you may have an Exempt Existing Water Right. Please see the instructions on the back of this form.

**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 \_\_\_\_\_(direction) from the old well.  
\_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 Section \_\_\_\_ Twp \_\_\_\_ N / S Rge \_\_\_\_ E /W County \_\_\_\_\_  
Lot \_\_\_\_\_Block \_\_\_\_\_Tract No. \_\_\_\_\_ Subdivision Name \_\_\_\_\_  
Government Lot No. \_\_\_\_\_ COS No. \_\_\_\_\_  
Street or Road Address, including City, State & Zip Code of the Well \_\_\_\_\_

**5. AFFIDAVIT**

I affirm that statements appearing here are to the best of my knowledge true and correct. I also affirm I have possessory interest or the written consent of the person with the possessory interest in the property where the water is to be put to beneficial use.

Appropriator's Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_



**INSTRUCTIONS REPLACEMENT WELL  
NOTICE (FORM 634)**

For municipal wells that do not exceed 450 GPM or for all other wells that do not exceed 35 GPM and 10 AC-FT per year.

If your new well is located within the boundaries of a controlled groundwater area that restricts this type of change, the Water Resources Regional Office will contact you to explain the filing requirements.

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

- The old and new wells draw water from the same groundwater aquifer.
- The flow rate used from the new well cannot exceed the maximum flow rate used from the old well.
- The new well is used for the same purpose. For example, if the old well was used for one house and 100 cows, the new well must be used for those same amounts. If the new use is more than the old use, contact the Water Resources Regional Office serving your area to determine the correct filing requirements.
- The old well has been properly abandoned. All abandonment work and associated documentation must be completed by a licensed driller in accordance with ARM 36.21.670.

**Complete items 1 through 5 ONLY if you have determined this is the correct form to file.**

**1. Water Right Owner:** Enter the complete name, mailing address, and phone numbers of the owner 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 serving your area 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. If your well does not have a DNRC water right number, please read the following information:

Water rights for stock and domestic uses from groundwater sources (well or developed springs) were exempt from the general adjudication filing requirements for claims of existing water rights if they met either of the following criteria:

- The water was put to use prior to January 1, 1962, or
- The water was put to use between January 1, 1962, and July 1, 1973, and a notice was filed in the courthouse records.

If your old well meets one of the above criteria, complete this form **and** a 606/634 Non-Filed Water Project Addendum. The addendum can be obtained from the DNRC Website:

<https://dnrc.mt.gov/Water-Resources/Water-Rights/Apply-for-Water-Rights/Application-Forms-Guidance-Documents>

If your well does not meet these criteria, call the Water Resources Regional Office serving your area.

**3. Well Depths:** Enter the well depths and static water levels for both the old and new wells.

- Please attach a copy of the new well log, a copy of the well abandonment log, and if available, a copy of the original well log.



**4. Well Location:** This is the actual location of the replacement (new) well. **You must attach a map showing the old and new well locations.**

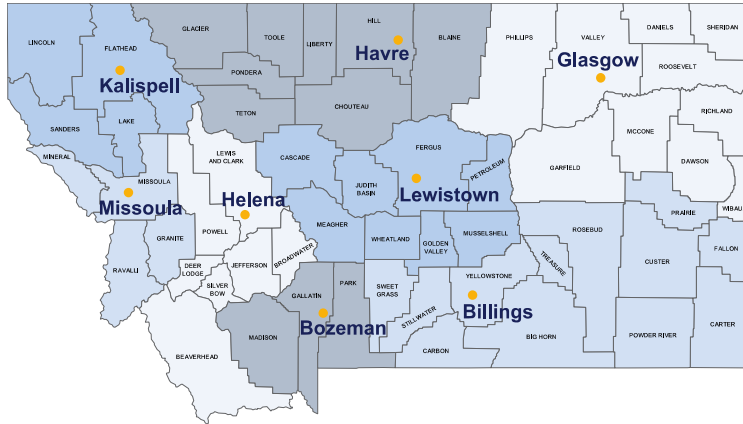
- Enter the approximate distance and the direction that the new well is located from the old well.
- Enter the land description for the location of the development. Describe the location to the nearest 10 acres if possible. Legal land descriptions may be obtained from the well log; the county records; or from the Montana Cadastral system at:  
<https://svc.mt.gov/msl/cadastral/?page=Map>
- Subdivisions –In addition to the above description, enter the following:
  - lot and block or tract number,
  - subdivision name.
  - Government Lots – In addition to the land description, enter the government lot number.
  - Certificate of Survey - In addition to the land description, enter the survey number.
  - Street or Road Address – Enter the physical address of the development including city, state, and zip code.

**5. Affidavit:** Sign and date the form.

**6. Submit:** Completed form, filing fee, well logs, copy of existing water right, and map to the applicable Water Resources Regional Office (contacts on next page).



# 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*

