



Town of Johnstown

ANNEXATION & ESTABLISHMENT OF ZONING SUBMITTAL CHECKLIST

Reference Sec. 15 & 16 of Johnstown Municipal Code (JMC)

Pre-Application Information

Applicants should review the submittal requirements, and all design guidelines, municipal code, standards and specs, and any development or annexation agreements that may apply to the subject property. Annexation and Zoning is a public review process - hearings with Planning & Zoning Commission and Town Council are required. Neighborhood meetings are recommended and may be required.

Staff consultation is recommended prior to submittal. To schedule an appointment with the Planning & Development Department, please email planning@townofjohnstown.com.

Submittal Requirements

To avoid delays, please submit all of required copies and documents, signed as required. Please sign all originals in blue ink. Submit all files as digital (PDF) unless otherwise detailed below:

- Community Development Application – signed
- Proof of ownership – Current Title Commitment <90 days old (PDF with links)
- Original Cost Agreement & Funds Deposit (or existing agreement and balance) of \$20,000 to cover direct Town review expenses
- If Corporation or other entity, provide incorporation documentation and authority of parties to sign plat, as applicable.
- Annexation Petition – original signatures
- Annexation Impact Report (if over 10 acres), per CRS 31-12-108.5
- Detailed narrative description of current water rights in use on the property – irrigation company, number of shares, certificate numbers if available
- Petition to Include/Exclude from applicable special districts
- Vicinity Map – letter size PDF, scale & label appropriate to subject property
- Legal description of property – in digital Word/.docx format
- Proposed Annexation Plat (2 sets paper 24"x36", plus PDF – legible at 50% (~11"x17")), prepared by Surveyor (PLS)
 - Show adjacent jurisdictional boundaries
 - Contiguity - hatch contiguous boundaries, provide summary table of contiguous perimeter and %
- Proposed Zoning Plat (2 sets paper 24"x36", plus PDF – legible at 50% (~11"x17")), prepared by Surveyor (PLS)
 - Show adjacent jurisdictional boundaries and current zoning
 - Indicate proposed zoning on the subject parcel
 - Submit Outline Development Plan, as may be appropriate if zoning PUD, see additional checklist
- Follow all required **File Naming & Digital Submittal Requirements** (attached) – submittals that do not follow these requirements will be rejected until renamed accordingly.

Submit to: Planning@TownofJohnstown.com or deliver flashdrive to Town Hall, M-F, 8-5

The Community That Cares

www.TownofJohnstown.com

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