PLANNED UNIT DEVELOPMENT (PUD) - PRELIMINARY DEVELOPMENT PLAN

Application & Submittal Checklist

Pre-Application Information

Applicants should review the Application Requirements, and all design guidelines, municipal code, standards and specs, and any development or annexation agreements that may apply to the subject property. Johnstown Municipal Code, Article XVII, Sec. 16-301 to 16-306 addresses PUDs. A Preliminary Development Plan (PDP) follows an Outline Development Plan (ODP) and provides further details for a portion of, or the entirety of, a development area. A PDP most often accompanies and parallels the review of a Preliminary Plat and associated construction drawings. Approval of a PDP is by town ordinance, and becomes the governing zoning document for the property.

For smaller or less complex developments or phases thereof, a development plan may be submitted as a combined PDP/FDP. Use the FDP submittal checklist for that submittal.

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

**Note – This PDP checklist provides a more detailed and clear process, as part of an approved Pilot Program of the Planning & Development Department in an attempt to clarify and streamline the PUD development process in Johnstown – to be later codified as the Town learns how to best implement and adjust the process and product. This Pilot Program process allows for incremental approvals and vesting, with growing levels of detail and engineering as the project progresses. The PDP further develops the site specific development plan for all or a portion of an approved ODP. This process and submittal checklist closely align with and build on the current requirements for a PDP outlined in the Johnstown Municipal Code, Sec. 16-304.*

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:

- Signed Review Cost Agreement and Funds Deposit Agreement. A $20,000 deposit or balance, depending on complexity and scope of the site, to escrow/bill against professional consulting expenses incurred by the Town (i.e., legal, engineering, traffic, water). The remaining balance is refundable or applicable to subsequent applications.

- Community Development Application, with original signatures of applicant and owner

- Legal description of property – in digital Word/.docx format

- Current Title Commitment for all parcels within the PUD/PDP boundaries – digital format

- Vicinity Map – letter size PDF, scale & label appropriate to subject property

- Narrative – Describe the proposed development and use(s) and how they are intended to function within the context of the neighboring land uses and transportation network, and within the area of the approved ODP.

- Preliminary Development Plan Document (2 paper sets 24"x36" – legible at 50% scale (~11"x 17"), plus PDF file. Required content of plans, at minimum: ○ Cover Sheet
- PDP Development Standards – text & graphics; elaborate on ODP with additional details; provide text in .DOCX format; to be integrated on plan sheets prior to recordation
- Preliminary Site Plan
- Preliminary Phasing Plan
- Preliminary Landscape Plan
- Land Use Summary tables
- Preliminary Architectural elevations, including color and materials palette
- Preliminary Signage Program
- Illustrative Plot Plans for various housing types, if applicable

- All necessary and appropriate Engineering documents and reports (~65%) – many of these parallel requirements for the Preliminary Plat construction documents. Duplicate sets are not required if being reviewed concurrently.
- Public Improvement Construction Plans
- Phase II Utility Report/Plan
- Preliminary Grading Plan, ECP, SWMP
- Phase II Drainage Report
- Geotech Report, if needed
- Environmental/Biologist Reports, if needed

- Water Demand Analysis

- Traffic Compliance Letter or updated Impact Study

General Guidelines for Traffic Impact Studies

Purpose: Determine existing conditions in the vicinity of a proposed development, forecast the additional traffic that it will generate, and identify internal and external transportation improvements that will be necessary to mitigate the resulting impacts.

The Town of Johnstown encourages developers to maintain contact with Town personnel throughout the development process. Traffic consultants and engineers are highly encouraged to discuss projects with the Town and its representatives prior to study startup. An early meeting may be appropriate for large projects to identify the study area and specific roads and intersections that will be analyzed. The study report should identify the individual who conducted the study.

Contents: All traffic impact studies shall contain, as a minimum, the following information:

1. **Summary of the existing conditions in the vicinity of the project**
    a. Current use of the site and surrounding area (include map showing the general vicinity of the site)
    b. Existing roadway system and traffic (daily and peak hour volumes) on roadways and intersections that will be affected (include graphic). Field traffic count data should be included in an appendix.
    c. Analysis of current traffic operations (include computer printouts - to appropriate level of detail – in appendix).
    d. Recent traffic accidents may need to be investigated and the potential effect of the proposed development shall be determined.
    e. Discussion of other potential developments in the study area which might also affect traffic. Traffic forecasts from traffic impact studies of nearby developments may need to be included in the analysis.

2. **Description of the proposed development or land use change**
    a. Development proposal - Parcel size(s), proposed land use, number of units, size of developed area, density, etc. A site plan detailing uses, locations, and internal roads should be included if possible.
    b. If a general zoning / land use change is proposed, the "proposed development" must address the highest possible intensity use of the property under that zoning as land uses change over time. Project specific studies will be reviewed as development is known and changes of use are proposed in the future.

c. Trip generation tabulation. Trip generation shall be based on average rates contained in the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation. The Town shall approve any estimated rates that deviate from ITE averages or for uses where ITE information is not available. Rate and trip information shall be provided in tabular form. Any trip reductions should be calculated based on procedures outlined in ITE's most recent Trip Generation Handbook and fully documented in the report.
d. Alternative modes (transit, pedestrian, and bicycle) must be considered, as appropriate.
e. The Town's most recent transportation master plan should be reviewed to evaluate the project's conformance with that plan, and any proposed deviations documented and explained.

3. Traffic Forecasts

a. All project-generated traffic shall be assigned to existing and planned facilities in a manner consistent with accepted traffic patterns and approved by Town staff. A graphic should be included to illustrate the assumed trip distribution.
b. Traffic volumes (peak hour and ADT) in graphical format should illustrate current year, short-term or build-out year, and long-term (20 year) traffic volumes for site-generated and total traffic. Phased development volumes and background traffic forecasts may also be appropriate. Long-range forecasts of background traffic may be based on the latest Johnstown Transportation Master Plan or more current information available from the Town's traffic engineer or through the North Front Range MPO or other valid sources.

4. Traffic Operations Analyses

a. The operational analyses must show impacts on the existing roadway system, the expected future roadway system, and any interim roadway system that may correspond to expected development phases.
b. There must be graphical presentation(s) of the results of the level of service (LOS) analyses for intersections and/or roads, plus tabulations to show delays or v/c percentages. Full analyses should be included in an appendix.
c. Signal warrants must be investigated at locations where signals are needed.
d. Progression and micro-simulation analyses may be required depending on project needs and complexity.

5. **Improvement recommendations**
    a. Roadway and intersection improvements necessary to mitigate the impacts of the project should be summarized in written format with supplemental tabulations and/or figures that illustrate the locations and relationships of the recommendations.
    b. Proposed roadway cross sections and auxiliary lanes at intersections are of particular concern. Storage and deceleration/acceleration lengths for turn lanes should be determined according to guidelines found in the State Highway Access Code.
    c. Access to arterial roadways generally follows guidelines set forth in the State Highway Access Code. State highways are classified by CDOT, Major Arterials are considered equivalent to NR-A, and Minor Arterials are comparable to NR-B.

Master TIS: If a Master TIS is completed for a development, and new site-specific development is proposed that is in conformance with the assumptions made on the Master TIS, a Traffic Conformance Memo may be submitted indicating that conformance for that development plan review.

Any significant variance from an approved Master TIS must be documented and analyzed accordingly in an amendment to that TIS report.

Town of Johnstown

LAND USE APPLICATION

Project Name: _____

Description: _____

Land Use: □ Site Development Plan □ Use by Special Review □ Conditional Use Grant □ Annexation

Subdivision: □ Replat/Minor □ Preliminary □ Final □ Combined Prelim/Final

PUD: □ Outline/ODP □ Prelim/PDP □ Final/FDP

Zoning: □ Establish Zoning □ Rezone

Wireless: □ Small Cell □ EFR □ Alt. Tower □ Base Station □ Tower/Other

Other: □ Downtown Façade Grant

Site Address or Parcel #s: _____

Applicant/Project Owner: _____

Applicant Address: _____

Email: _____ Telephone: _____

Consultant /Representative: _____

Consultant Address: _____

Email: _____ Telephone: _____

Landowner Authorization to Proceed with Land Use Action: (Required)

The undersigned (1) affirms ownership or authorized representation thereof of the subject property, and (2) hereby authorizes the individuals or entities listed herein as "applicant" and/or "authorized representative" to represent me/us in all aspects of the land use process for the project being submitted with this application. □ Please keep me informed of the status and progress of this project via email at the address below. □ I do NOT want to be updated on this project. (To modify this request, contact Planning@TownofJohnstown.com)

Landowner(s): _____

Email: _____ Telephone: _____

_____ _____

Signature of Landowner Signature of Landowner

Town of Johnstown

Annual Water Demand Worksheet

Project Name: _____

Site Address or Parcel #s: _____

Applicant/Project Owner: _____

Email:_____ Primary Phone:_____

Consultant /Representative: _____

Email: _____ Primary Phone:_____

Submitted: _____ Date: _____
Signature

Project Summary
Detailed Description of Proposed Land Use:

_____
_____
_____
_____
_____
_____
_____
_____

For Commercial/Industrial uses – Describe type of business and expected number of employees. Please provide any relevant water use records for comparable projects, if available:

_____
_____
_____
_____
_____
_____

Overall Site Summary

Total Lot Size: _____ SF (_____ Ac)
Total Impervious Coverage _____ SF _____% of Total Lot Size
Landscaped Areas – Irrigated _____ SF _____%
Landscaped Areas – Right-of-way _____ SF
Landscaped Areas – Non-Irrigated _____ SF _____%

Irrigation Demand Worksheet

I. All Uses - General L.S. areas (parks, common area, greenbelts, entry features, right of way, etc.)

a. Spray-irrigated Area - i.e., Sod/Seed	SF	÷ 43,560 =	Acres
b. Spray-irrigation Demand	**Ac. x 2.5 AF/Ac =**	---	**AF**
c. Drip-irrigated Area – i.e., mulched beds	SF	÷ 43,560 =	Acres
d. Drip-irrigation Demand	**Ac. X 1.5 AF/Ac =**	---	**AF**
e. Xeriscape Drip-irrigated Area	SF	÷ 43,560 =	Acres
f. Xeric drip--irrigation Demand	**Ac. x 1.0 AF/Ac =**	---	**AF**
A. Irrigation Demand (b + d + f)	---	---	**AF**

II. Residential – Single-Family Lots (a-c) & Single-Family Attached/Townhome/Multi-Family (d-f)

a. Total # of SF Detached	Lots	---	---	---
b. Ave Irrigated SF Per Lot	SF/Lot	Total SF	÷ 43,560 =	Acres
c. Irrigation Demand	**Acres**	**Ac. X 2.5 ac-ft/ac**	---	**AF**
d. Total # of SFA /TH / MF	Units	---	---	---
e. Ave Irrigated SF Per Unit	SF/Unit	Total SF	÷ 43,560 =	Acres
f. Irrigation Demand	**Acres**	**Ac. X 2.5 ac-ft/ac**	---	**AF**
B . Irrigation Demand (c + f)	---	---	---	**AF**

III. TOTAL Irrigation Demand: A + B = _____ AF

IV. Indoor Use

Land Use	**# Lots / Units / SF**	**Rates, per Municipal Code**	**Annual AF Requirement**
a. Single Family Detached	Lots	x 0.33 AF/Lot	**AF**
b. Single Family Attached & Multi-Family	Units	x 0.29 AF/Unit	**AF**
c. General Commercial	SF	x 0.10 GPD/SF x 0.00112 =	**AF**
d. General Office	SF	x 0.16 GPD/SF x 0.00112 =	**AF**
e. Light Industrial / Flex	SF	x 0.06 GPD/SF x 0.00112 =	**AF**
f. Other (describe*):	SF	**Attach detailed explanation of proposed AF calculation.*	**AF**
Total Indoor Use (a + b + c + d +e + f)		---	**AF**

--TOTAL ANNUAL WATER USE--

	Demand	**Factor**	**Consumptive Use**
Total Irrigation Use - from lll.	AF	x 0.85 =	AF
Total Indoor Use - from IV.	AF	x 0.05 =	AF
TOTAL (AF)	AF	---	AF