



# Town of Johnstown

## Planning & Development Department File Naming & Digital Submittal Requirements

Updated 1.13.20

### File Naming Convention:

To assist the Town in long term file management, it is imperative that all files submitted be named according to the following conventions and rules. Any files submitted that do *not* meet this naming convention may be rejected and will not be incorporated into the review file. To avoid unnecessary delays by the Town or referral agencies ensure files are appropriately named upon submittal. Each project may require discernment for the appropriate name - contact Planning Staff with questions.

**Example: Submittal (#) (Project Name) (Project type or Filing #) File type Submittal Date**

*Example: Submittal 3 Johnstown Village Filing 1 Drainage Report 8-7-19*

*(please don't use periods "." as separators.)*

This file naming convention ensures that all files for a single submittal and specific project are easily found and appropriately grouped in our document management system.

### Digital Plan/Plat Data Standards:

As the Town works to create/maintain a functional GIS system for the Town, final plats and plans are used to update official Town maps related to property and improvements, therefore high-quality, usable drawings are imperative:

1. All drawings must be constructed/designed using the NAD83 Colorado State Plane, North Zone, in US Feet. *The combined scale factor for the project, used to convert from NAD83 to ground coordinates, must be documented on the first page of the pdf copy of the plat or plans.*
2. Digital line work must be topologically clean: continuous lines, intersections close, no gaps, "dangles," etc.
3. All features should be closed polygons or text. Benchmarks may be point features. Road centerlines may be lines.

### Final Digital File Submittals:

Once a project is complete, the Town must receive all final documents, plans, and reports in both hard copy and one or more digital forms, based on the type of document:

- Studies & Reports - PDF
- Development Plans - PDF
- Plats - PDF -AND- DXF, DWG or GIS shapefile
- Construction Docs - PDF
- As Built CDs - PDF -AND- DXF, DWG or GIS shapefiles

*Note: All Civil 3D or Microstation files must be exported to DWG, version 2013 or earlier.*

The PDFs become part of the public record / case file. The drawing files are used only to update Town maps and plans, to share limited data with adjacent development as needed to inform design, and with other agencies in the execution of a public plan or similar civic purpose.

The Community That Cares

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