



Town of Johnstown

PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

Reference Sec. 17 of Johnstown Municipal Code (JMC)

Preapplication

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. Preliminary subdivision, per JMC sec. 17, is a public review process – hearings with Planning & Zoning Commission and Town Council are required. Neighborhood meetings may also 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 to cover direct Town review expenses (Amount dependent on scope of proposed project).
- If Corporation or other entity, provide incorporation documentation and authority of parties to sign plat, as applicable.
- Vicinity Map – letter size PDF, scale & label appropriate to subject property.
- Proposed Prelim Plat (2 sets paper 24"x36", plus PDF – legible at 50% (~11"x17")), prepared by Surveyor (PLS).
- Applicable preliminary (60%) engineering/construction drawings and reports:
 - Public Improvement Construction Plans
 - Utility Report/Plan
 - Grading Plan
 - Drainage Report
 - Geotech Report, if needed
 - Environmental/Biologist Reports, if needed
- Traffic Compliance Letter or acknowledgement that existing study must be updated, or a new study must be provided.
- Preliminary Development Plan &/or simple Conceptual Site Plan illustrating “goal” of the plat, at discretion of the Planning & Development Director.
- 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 via digital media to Town Hall, M-F, 8-5

The Community That Cares

www.TownofJohnstown.com

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141



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

The Community That Cares

www.TownofJohnstown.com

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141



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:

The Community That Cares

www.TownofJohnstown.com

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

- **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

www.TownofJohnstown.com

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141