



# Town of Johnstown

## **SITE DEVELOPMENT PLAN** Application & Submittal Checklist

### **Pre-Application Information**

Applicants should review the Application Requirements, and all design guidelines, Johnstown Municipal Code (JMC), and standards and specs that may apply. The Town advises applicants to contact any applicable Owners Association regarding required building and site design and OA approvals. Gateway District and other PUD properties may have additional requirements.

A staff consultation is recommended prior to submittal. Please email [planning@townofjohnstown.com](mailto:planning@townofjohnstown.com) to schedule an appointment with the Planning & Development Department.

### **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, with original signatures of applicant and owner
- Signed, Original Cost Agreement and Funds Deposit Agreement. A \$5,000-10,000 deposit (depending on complexity and scope of the site) to bill against direct consulting expenses incurred by the Town (i.e., legal, engineering, traffic, water).
- Legal description of property
- Current Title Commitment, <90 days old, with active links
- Architectural and Site Plan Documents (2 paper sets 24"x36" – legible at 50% scale (~11"x 17"), plus PDF file) Refer to Site Plan Checklist (JMC Sec 16-145) for required content of plans – must include at minimum: site, landscape, irrigation, color architectural elevations with colors/materials, photometric plan.
- All necessary and appropriate Engineering construction documents and reports:
  - Existing Site Conditions
  - Utility Report
  - Drainage Report
  - Geotech Report, if needed
  - Environmental/Biologist Reports, if needed
  - Final Construction Plans
- Narrative / Operational Plan – Describe the proposed use and how it will be conducted. Include business hours, customer and delivery traffic levels, access to property, trash

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and outdoor storage screening. Identify health or other local, county, or state-level department certifications which must be obtained.

- Water Demand Analysis. This applies to all new uses, expansions, and changes of use. The Town may require dedication of additional raw water to meet increased demand.
- Traffic Impact Study or Traffic Compliance Memo, if required
- 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](mailto:Planning@TownofJohnstown.com) or deliver flashdrive to Town Hall, M-F, 8-5.



# 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](mailto:Planning@TownofJohnstown.com))

Landowner(s): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Signature of Landowner

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## 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.

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# 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:

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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:

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**Irrigation Demand**

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

*\*Some non-potable systems are not able to accommodate a demand difference and require all landscape areas at a 2.5 AF/ac rate. If non-potable water is used, check with individual system administrator.*

**II. Residential – Single Family Detached (a-c) & Single Family Attached/Townhome/Multifamily (d-f)**

a. Total # SFD Lots	Lots	---	---	---
b. Ave Irrigated SF/Lot	SF/Lot	Total SF	÷ 43,560 =	Acres
				X 2.5 ac-ft/ac
<b>c. Irrigation Demand</b>				<b>AF</b>
d. Total # SFA/TH/MF Units	Units			
e. Ave Irrigated SF/Unit	SF/Unit	Total SF	÷ 43,560 =	Acres
				X 2.5 ac-ft/ac
<b>f. Irrigation Demand</b>				<b>AF</b>
<b>II. Irrigation Demand (c + f)</b>				<b>AF</b>

**III. TOTAL Irrigation Demand: I + II = \_\_\_\_\_ AF**

**IV. Indoor Use**

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

**ANNUAL WATER USE**

	Demand	Factor	Consumptive Use
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Total Irrigation Use (from III.)	AF	x 0.85 =	AF
Total Indoor Use (from IV.)	AF	x 0.05 =	AF
<b>TOTAL Annual Water Use</b>	AF	---	AF