



Town of Johnstown

FINAL SUBDIVISION SUBMITTAL CHECKLIST

Reference Sec. 17 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. Final subdivision, per JMC Sec. 17, 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 \$10,000 to cover direct Town review expenses
- If Corporation or other entity, provide incorporation documentation and authority to sign
- Vicinity Map – separate, letter-size PDF, scale & label appropriate to subject property
- Legal description of property – in digital Word/.docx format
- Proposed Final Plat (2 sets paper 24"x36", plus PDF – legible at 50% (~11"x17")), prepared by Surveyor
- Applicable engineering/construction drawings and reports:
 - Final Public Improvement Construction Plans
 - Phase III Utility Report/Plan
 - Final Grading Plan, ECP, SWMP
 - Phase III Drainage Report
 - Geotech Report, if needed
 - Environmental/Biologist Reports, if needed
 - Public Improvements Opinion of Cost – for Development Agreement prep
- Traffic Compliance Letter or updated Impact Study addressing new information
- Completed *Statement of Utility Needs* form
- Water Demand Analysis
- Draft copy of proposed CC&R's/HOA Documents
- Follow all required **File Naming & Digital Submittal Requirements** (attached)

Submit to: Planning@TownofJohnstown.com or deliver flashdrive 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