



Town of Johnstown

FINAL SUBDIVISION SUBMITTAL CHECKLIST

SUBMITTAL CHECKLIST

Ref: Section 17 of Johnstown Municipal Code (JMC)

Pre-Submittal Information

Applicants should review the submittal requirements, and all design guidelines, municipal code, standards, specs, and any development or annexation agreements that may apply to the subject property. Final subdivision, per JMC Section 17, in a public review process – hearings with Planning & Zoning Commission and Town Council are required. Neighborhood meetings may also be required and are recommended.

Staff consultation is recommended prior to submittal. Please email planning@johnstownco.gov to schedule an appointment with the Planning & Development Department.

Submittal Requirements

To avoid delays, submit all required documents, signed as required (*in blue*) as a digital PDF unless otherwise detailed below:

- Land Use Application
- Proof of ownership- Current Title Commitment (<90 days old & active links)
- Cost Agreement & Funds Deposit Agreement (*signed*)
- Legal Description (8.5 x 11", word/docx. format)
- Proof of ownership - Current Title Commitment (<90 days old & active links)
- Vicinity Map (8.5 x 11", PDF, scale & label appropriate to subject property, sealed by surveyor)
- Proposed Final Plat, *prepared by surveyor.*
- IF cooperation or other entity, provide incorporation documentation (*Certification of good standing*)
- Applicable engineering/construction drawing/reports: (*legible at 50% scale (~11 x 17")*)
 - Final Public Improvement Construction Plans
 - Phase III Utility Report/Plan
 - Final Grading Plan (*ECP, SWMP*)
 - Phase III Drainage Report
 - Geotechnical Report (*if applicable*)
 - Environmental/Biological Reports (*if applicable*)
 - Public Improvements Opinion of Cost – *For Development Agreement (DA) Preparation*
 - Landscape & Lighting Plans
- Traffic Study or Traffic Compliance Letter (*valid for 2 years from previous acceptance*)
- Water Demand Analysis
- Draft copy of proposed CC&R's/ HOA Documents (*If applicable*)
- Final Development Plan Documents, *reference FDP Application and Submittal Checklist*

- Follow all required file naming requirements (*attached*) if not named properly the town will reject until properly renamed and resubmitted.

Submit to: planning@johnstownco.gov or deliver flash drive to Town Hall, M-F, 8-5 for Planning Department approval.

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

Please circle **ALL** applicable portions that apply to your project.

LAND USE APPLICATION					
Project Name:					
Description:					
General:	Annexation	Zoning	Site Plan	Variance	USR (use by special review)
	Conditional Use				
PD/PUD:	Outline Development	Preliminary Development	Final Development Plan	Combined Prelim/Final Development Plan	
Subdivision:	Replat	Preliminary Plat	Final Plat	Prelim/Final Plat	
Amendment:	LUDC	Future Land Use	Comprehensive Plan		
Floodplain:	Development Permit		C-LOMER Review		
SITE INFORMATION					
Address:					
Applicant:					
Email:			Telephone:		
Consultant/Representative:					
Email:			Telephone:		
Parcel Number(s):					

Landowner Authorization: (REQUIRED)

The undersigned (1) affirm ownership or authorized representation thereof of the subject property, and (2) hereby authorizes the individuals or entities listed herein as "applicant and/or representative" to represent me/us in ALL aspects of the land use process for the project being submitted with this application.

***Landowner(s):**

***Telephone:**

Signature of Landowner

Signature of Landowner

*Attach a statement of authority and certificate of good standing, if this application is a cooperation or other entity

*If your use is not stated please reach out to the planning department at planning@johnstownco.gov to receive further information





Town of Johnstown

DEVELOPMENT REVIEW COST AGREEMENT & ACKNOWLEDGEMENT

***PROJECT NAME:** _____

The Town of Johnstown engages external reviewers, including attorneys and engineers, to ensure appropriate review of all proposed land use actions and developments. We incur direct costs associated with notifications and publications of public hearings, ordinances, and land use actions. The Cost Reimbursement required by Section 4-91 of the Johnstown Municipal Code ensures that direct expenses incurred are reimbursed to the Town:

All development proposals, including, but not limited to, annexation, subdivision, zoning, rezoning, site plans and final development plans, shall require a cost agreement to be entered into between landowners or developers and the Town to provide for reimbursement to the Town for the cost of planning services, engineering services, legal services and consultants used by the Town to assist in evaluating landowners' or developers' requests and to assist the Town in negotiation, review, consultation and advice. Such agreement shall also reimburse the Town for other related costs, including but not limited to legal publication costs and administrative costs. The cost agreement shall require that the landowner or developer submit a deposit to the Town in the amount provided by resolution adopted by Town Council.

Initial Deposit. One project may include multiple types. An initial deposit is required for all projects. Additional funds may be necessary depending on the scale, scope, and quality of the project and plans, and will be requested by the Town, as needed. Unused funds, after project completion, are fully refundable.

\$500	Minor Replat/Lot Line Adjustment (Administrative Subdivision) Variance Floodplain Development Permit	\$ _____
\$2000	Conditional Use Grant Amendment to Land Use Code or Comprehensive Plan Change of Zone C-LOMR (Floodplain) Review	\$ _____
\$5000	Use by Special Review Annexation with "Straight" Zoning (HA, SF-1, etc) Amendment to or Stand-alone CD's & Engineering Reports	\$ _____
\$10,000	Site Development Plan Subdivision (<20 Acres) & PUD Development Plan Amendment to Outline Development Plan	\$ _____
\$20,000	Subdivision (>20 Acres) & PUD Development Plan Annexation with Zoning PUD with Outline Dev Plan	\$ _____
(No deposit needed for Home Model Reviews)		TOTAL: \$ _____

*Create new Account for (*LLC/Inc/Co or Person): _____

*Email invoices to: _____ *Contact Phone: _____

*Address for Refunds: _____

***I acknowledge the review reimbursement requirement, per [JMC§4-91](#), and hereby deposit funds for this purpose:**

Name: _____ Signature: _____ Date: _____

Title: _____ Entity*: _____

Attach a Statement of Authority and Certificate of Good Standing, if this is a corporate or other entity.

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Town of Johnstown

Annual Water Demand Worksheet

Project Name: _____ Subdivision: _____

Site Address: _____ Parcel #: _____

Applicant/Project Owner: _____

Email: _____ Phone: _____

Consultant /Representative: _____

Email: _____ Phone: _____

Submitted: _____

Signature (required)

Date

Project Summary

Detailed Description of Proposed Land Use: _____

Commercial/Industrial – Type of business, expected number of employees. Attach records for comparable projects.

Raw Water Source: Eligible for Existing Water Bank for Project/Owner: _____

IF: Home Supply -or- Other Ditch Co: _____ *Attach Historical Use data & Ditch Co trace.*

Certificate #s: _____

Court Case #: _____

Overall Site Summary:

Must match Development Plan data

Total Lot Size:	_____ SF	(_____ Ac)
Building Coverage	_____ SF	_____ % of Total Lot Size
Walks, Drives, Parking	_____ SF	_____ %
Landscaped Areas – Irrigated	_____ SF	_____ %
Landscaped Areas – Right-of-way	_____ SF	
Landscaped Areas – Non-Irrigated	_____ SF	_____ %

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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. Spray-irrigation Demand			AF
c. *Drip-irrigated Area – i.e., mulched beds		÷ 43,560 =	Acres
	SF		x 1.5 AF/Ac =
d. *Drip-irrigated Demand			AF
e. *Xeriscape-irrigated Area (<i>not eligible in 2534 Water Bank areas, include in Drip SF</i>)		÷ 43,560 =	Acres
	SF		x 1.0 AF/Ac =
f. *Xeric-irrigated Demand			AF
I. Irrigation Demand (b + d + f)			AF

**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
c. Irrigation Demand				AF
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
f. Irrigation Demand				AF
II. Irrigation Demand (c + f)				AF

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
Total Indoor Use (a + b + c + d + e + f)		---	AF

ANNUAL WATER USE

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



Town of Johnstown

FILE NAMING AND DIGITAL SUBMITAL REQUIREMENTS & STANDARDS

File Naming Conventions

To assist the Town in long term file management, it is a requirement that all files be named according to the following conventions to prevent the loss or damage of a file. Any files that *do not* meet the naming convention can be rejected until submitted correctly and will not be incorporated into the file review. To avoid unnecessary delays by the Town or referral agencies ensure that the files are appropriately named upon submittal. Each project may require discernment for appropriate naming – contact the Planning team with any further questions.

Naming Outline: Submittal (#) _ Project Name_ Project Type/Filing Number_ Submittal Date

Example: *Submittal 3 Mountain Bluebird Estates Construction Drawings 09-14-2025*

Digital Requirements/Plat Standard

To avoid delays, ALL documents must be high quality, usable, and accurate drawings must be provided.

- All drawings must be created using the NAD83 Colorado State Plane, North Zone, in US Feet. *The combined scale factor for the project, used to convert from NAD83 to the ground coordinates, must be document on the first page of the PDF copy of the plats or plans.*
- Digital Line work must be topologically clean: continuous lines, intersections close, no gaps, dangles, etc.
- All features should be closed polygons or text. Benchmarks may have been point features. Road Centerlines may be line features.

Final Digital Submittals:

Once a project is completed, the Town must receive all final documents, plans, and report in both hard copy and in one or more digital formats based on the type of document.

- Studies & Reports – *PDF*
- Development Plans - *PDF*
- Plats – *PDF & DXF, DWG, or GIS shapefile*
- Construction Documents - *PDF & DXF, DWG, or GIS shapefile*
- As Build CDs - *PDF & DXF, DWG, or GIS shapefile*

NOTE: All Civil 3D or MicroStation files must be exported to DWG, version 2013 or earlier.

The PDFs become of the public record. The drawing files are only used to update town maps, plans, or records, to share limited data with 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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