



# 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.

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Naming Outline: Submittal (#) \_ Project Name\_ Project Type/Filing Number\_ Submittal Date

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

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### **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.

**Submit to: [planning@johnstowncolorado.gov](mailto:planning@johnstowncolorado.gov) or deliver flash drive to Town Hall, M-F, 8-5**

The Community That Cares

[johnstown.colorado.gov](http://johnstown.colorado.gov)

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