



Town of Johnstown

RESUBDIVISION (AMENDED PLAT or REMOVAL OF LOT LINE(S)) SUBMITTAL REQUIREMENTS AND PROCEDURE

Sec. 17-64 of Johnstown Municipal Code (JMC)

Pre-Application Information

Applicants are responsible for being familiar with the submittal checklist, and all design guidelines, municipal code, standards and specs, and any development or annexation agreements that may apply to the subject property.

Process

Minor modifications to existing platted lots – remove or move lot line(s), resubdivide lots, in substantial conformance with approved development plans and compliance with the Municipal Code – may be processed and approved administratively.

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 in digital PDF form unless otherwise detailed below:

- Community Development Application – signed
- Proof of ownership – Current Title Commitment with active links, <90 days old
- If Corporation or other entity, provide statement of authority of parties to sign application & plat
- Vicinity Map – letter size, scale & label appropriate to subject property
- Legal description of property – letter size
- Proposed Plat – Notes and labels legible at 50% on 11"x17", prepared by Surveyor, show all existing / proposed easements, encumbrances, parcel ID/plat reception #s of adjacent parcels, etc.
- Completed Statement of Utility Needs form
- Draft copy of any proposed CC&R's/HOA Documents (if appropriate)
- Follow all required **File Naming & Digital Submittal Requirements** (attached) – submittals that do not follow these requirements will be rejected until renamed accordingly.

Submit

Planning@TownofJohnstown.com or provide flashdrive to Town Hall, M-F, 8-5

Once approved, submit executed plat mylar to Town (Larimer County – 2 sets of mylars; Weld County – 1 mylar) with original signatures and seals and a check payable to county clerk for recording fee. Town signs and records the plat or, subject to Director approval, the plat may be picked up from the town offices and recorded by a verified agent of a Title Company.

The Community That Cares

www.TownofJohnstown.com

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