



Town of Johnstown

PRELIMINARY DEVELOPMENT PLAN (PDP) Application & Submittal Checklist

Pre-Application Information

Applicants should review the Application Requirements, and all design guidelines, municipal code, standards and specs, and any development or annexation agreements that may apply to the subject property. Johnstown Municipal Code, Article XVII, Sec. 16-301 to 16-306 addresses PUDs. A Preliminary Development Plan (PDP) follows an Outline Development Plan (ODP) and provides further details for a portion of, or the entirety of, a development area. A PDP most often accompanies and parallels the review of a Preliminary Plat and associated construction drawings. Approval of a PDP is by town ordinance, and becomes the governing zoning document for the property.

For smaller or less complex developments or phases thereof, a development plan may be submitted as a combined PDP/FDP. Use the FDP submittal checklist for that submittal.

A staff consultation is recommended prior to submittal. To schedule an appointment with the Planning & Development Department, please email planning@johnstownCO.gov.

**Note – This PDP checklist provides a more detailed and clear process, as part of an approved Pilot Program of the Planning & Development Department in an attempt to clarify and streamline the PUD development process in Johnstown – to be later codified as the Town learns how to best implement and adjust the process and product. This Pilot Program process allows for incremental approvals and vesting, with growing levels of detail and engineering as the project progresses. The PDP further develops the site specific development plan for all or a portion of an approved ODP. This process and submittal checklist closely align with and build on the current requirements for a PDP outlined in the Johnstown Municipal Code, Sec. 16-304.*

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:

- Signed Review Cost Agreement and Funds Deposit Agreement, form included in Land Use Application. A deposit or balance, depending on complexity and scope of the site, to escrow/bill against professional consulting expenses incurred by the Town (i.e., legal, engineering, traffic, water). The remaining balance is refundable or applicable to subsequent applications.
- Land Use Application, with original signatures of applicant and owner
- Legal description of property – in digital Word/.docx format

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- Current Title Commitment for all parcels within the PDP boundaries – digital format
- Vicinity Map – letter size PDF, scale & label appropriate to subject property
- Narrative – Describe the proposed development and use(s) and how they are intended to function within the context of the neighboring land uses and transportation network, and within the area of the approved ODP.
- Preliminary Development Plan Document submitted in a PDF file format. Required content of plans, at minimum:
 - Cover Sheet
 - PDP Development Standards – text & graphics; elaborate on ODP with additional details
 - Preliminary Site Plan
 - Preliminary Phasing Plan
 - Preliminary Landscape Plan
 - Land Use Summary tables
 - Preliminary Architectural elevations, including color and materials palette
 - Preliminary Signage Program
 - Illustrative Plot Plans for various housing types, if applicable
- All necessary and appropriate Engineering documents and reports (~65%) – many of these parallel requirements for the Preliminary Plat construction documents. Duplicate sets are not required if being reviewed concurrently.
 - Public Improvement Construction Plans
 - Phase II Utility Report/Plan
 - Preliminary Grading Plan, ECP, SWMP
 - Phase II Drainage Report
 - Geotech Report, if needed
 - Environmental/Biologist Reports, if needed
- Water Demand Analysis
- Traffic Compliance Letter or updated Impact Study