



# Town of Johnstown

## PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

*Reference Sec. 17 of Johnstown Municipal Code (JMC)*

### **Preapplication**

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. Preliminary subdivision, per JMC sec. 17, is a public review process – hearings with Planning & Zoning Commission and Town Council are required. Neighborhood meetings may also be required.

Staff consultation is recommended prior to submittal. To schedule an appointment with the Planning & Development Department, please email [planning@townofjohnstown.com](mailto: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 to cover direct Town review expenses (Amount dependent on scope of proposed project).
- If Corporation or other entity, provide incorporation documentation and authority of parties to sign plat, as applicable.
- Vicinity Map – letter size PDF, scale & label appropriate to subject property.
- Proposed Prelim Plat (2 sets paper 24"x36", plus PDF – legible at 50% (~11"x17")), prepared by Surveyor (PLS).
- Applicable preliminary (60%) engineering/construction drawings and reports:
  - Public Improvement Construction Plans
  - Utility Report/Plan
  - Grading Plan
  - Drainage Report
  - Geotech Report, if needed
  - Environmental/Biologist Reports, if needed
- Traffic Compliance Letter or acknowledgement that existing study must be updated, or a new study must be provided.
- Completed *Statement of Utility Needs* form
- Preliminary Development Plan &/or simple Conceptual Site Plan illustrating “goal” of the plat, at discretion of the Planning & Development Director.
- Follow all required **File Naming & Digital Submittal Requirements** (attached) – submittals that do not follow these requirements will be rejected until renamed accordingly.

**Submit to:** [Planning@townofjohnstown.com](mailto:Planning@townofjohnstown.com) or deliver via digital media to Town Hall, M-F, 8-5

The Community That Cares

[www.TownofJohnstown.com](http://www.TownofJohnstown.com)

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