



Town of Johnstown

SITE DEVELOPMENT PLAN Application & Submittal Checklist

Pre-Application Information

Applicants should review the Application Requirements, and all design guidelines, Johnstown Municipal Code (JMC), and standards and specs that may apply – available at johnstown.colorado.gov. The Town advises applicants to contact any applicable Owners Association (DRC / ARB) regarding required building and site design and approvals. Gateway District and other PUD properties may have additional requirements.

A 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, please submit all of required copies and documents, signed as required. Submit all files as digital (PDF) unless otherwise detailed below:

- Land Use Application & Funds Deposit, with original signatures of applicant and owner
- Legal description of property, PDF on 8.5 x 11"
- Current Title Commitment, <90 days old, with active links
- Site Development Plan: legible at 50% scale (~11"x 17"), site, landscape, color architectural elevations with colors/materials, photometric plan, land use tables,
- All necessary and appropriate Engineering construction documents and reports:
 - Existing Site Conditions
 - Utility Report or conformance letter
 - Drainage Report or conformance letter
 - Geotech Report, if needed
 - Environmental/Biologist Reports, if needed
 - Final Construction Plans
 - Statement of Utility Needs (Town form)
- Narrative / Operational Plan – Describe the proposed use and how it will be conducted. Include business hours, customer and delivery traffic levels, access to property, trash and outdoor storage screening. Identify health or other local, county, or state-level department certifications which must be obtained.
- Water Demand Analysis. This applies to all new uses, expansions, and changes of use. The Town may require dedication of additional raw water to meet increased demand.
- Traffic Impact Study or Traffic Compliance Memo, if required
- 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@johnstownco.gov or deliver flash drive to Town Hall, M-F, 8-5

The Community That Cares

johnstown.colorado.gov

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