

CEST 63 – Subdivision Planning

COURSE SYLLABUS

Spring 2018

Section Web Page: <http://online.santarosa.edu/section/?481>

Instructors: Mike Jones, Neil King

Office: 1799 or TBA

e-mail: TBA

Office Hours: SAT 11:00 am - 12:00 pm

Class Hours: SAT 12:00 pm – 5:00 pm

Course Description:

The purpose of this course is to gain an understanding of the land development process, rules, regulations and the governing agencies involved. You will learn the process of how property is subdivided for different types of developments. You will learn how to research properties and parcels for the preparation of Tentative, Parcel, and Final Maps. You will prepare each of these maps according to the proper rules, regulations and engineering drafting techniques applicable to subdivision design. Your final project will be to prepare a single-family residential subdivision project for presentation to the planning commission.

Textbook and Required Supplies:

- "CEST 63 2012 Lab Syllabus,"
- Three-ringed binder to organize and hold handouts throughout the semester is required.
- Scientific-Engineering programmable calculators restricted to:
(HP33s, HP35s, TI-30XIIS only, Software by D'Zign Programming routines)
- This course will utilize computer-aided drafting and design software (Civil 3D 2018).

Course Goals and Objectives:

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Define types of subdivisions
- Describe the subdivision process
- Prepare subdivision documents
- Interpret state and local requirements for subdivisions
- Prepare and interpret legal descriptions of properties

Objectives:

- List the functions and responsibilities of private and public agencies involved in the subdivision planning process and approval.
- List and define the differences between a major and minor subdivision as defined by Subdivision Map Act and local ordinances.
- Prepare a tentative map according to local regulations.
- Prepare a parcel map.
- Prepare a final map.
- Prepare a residential development plan.

Topics and Scope

- Purpose and objectives of zoning, subdivision, and building regulations.
- Land development and planning process.
- Subdivision Map Act and local control.
- Subdivision map process.
- Mathematics used in land planning.
- Tentative, parcel and final maps.

Attendance:

- Attendance is required for both lab and lecture hours. Class begins on the hour and ends at ten (10) minutes before the hour. You are responsible for your attendance. Excused absence may be granted only by contacting instructor **prior** to beginning of class. No Exceptions!

Assignments:

- Read approximately one handout per week
- Weekly lab assignments using CAD technology
- One special project
- Two midterm exams
- Final project presentation
- Legal parcel descriptions writing
- All assignments are to be done per instructions and due at the specified time and date.
- Late assignments **WILL NOT** be accepted without prior approval of the instructor. A substantial deduction will be made to all late assignments.
- All assignments are to be done on the appropriate size sheet as instructed. If a sheet size is not given, 8½" x 11" paper shall be used.
- All written assignments, ie., reports, essays, etc., shall be word processed and submitted in .doc. or .pdf format or both.
- Assignments will have the students name, date, assignment # and class #, on the first page of the assignment. Multiple sheets will be stapled prior to turning in the assignment. REMEMBER that assignments are your responsibility. Failure to observe these conditions will result in papers being returned without credit. This will affect your grade!
- There will be off campus meetings for field trips, design review board, city council, county supervisors and planning commission meetings that you will be required to attend. Advanced notice will be given so that you can arrange your own transportation.

Tests:

- There will be exams given on specific areas covered throughout the semester. Sufficient notice will be given prior to the exam date and a review of the exam will be conducted during the previous class lecture.
- **No make-up exams will be given!**
- The final examination is mandatory and may be a take-home essay final.
- We will make oral presentations on the day of the course final exam. The oral presentations will consist of presenting your residential development project. Failure to complete the presentation will result in a grade of "F" for the course.

Grading:

- Your grade will be based on the total points accumulated with respect to top score total points. The sum of the points in each category is multiplied by the following percentages to arrive at the total points accumulated and the top score total points.

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ASSIGNMENTS (LAB, HWK)	points scaled by	50.0%
<u>QUIZZES, EXAMS</u>	<u>points scaled by</u>	<u>50.0%</u>
Total Accumulated Points		100.0%

- Total points are calculated as noted above and final grades based on the following percentages.

$$\text{YOUR TOTAL POINTS} \div \text{TOP SCORE TOTAL POINTS} = \text{GRADE \%}$$

90 - 100% = A
80 - 89% = B

70 - 79% = C
60 - 69% = D

Below 60% = F

- An "I" (incomplete) will only be given with the prior approval of the instructor.

STUDENT WEB READING (required):

It is the student's responsibility to consult the SRJC web-based information listed below -- please do so, they are considered parts of this syllabus:

SRJC Academic Schedules & Calendar to identify all important dates, deadlines and academic policies such as those relating to unexcused absences, adding and dropping classes.

Schedule of Classes: <https://classes.santarosa.edu/>

Academic Calendar: <https://admissions.santarosa.edu/academic-calendar/>

SRJC Academics Information: <https://www.santarosa.edu/academics/>

SRJC Affairs and Programs: <https://studentlife.santarosa.edu/student-affairs-engagement-programs>

SRJC Disability Resources: <https://drd.santarosa.edu/home>

SRJC Rights and Responsibilities: <https://studentlife.santarosa.edu/rights-and-responsibilities>

Class Conduct & Courtesy:

During lectures: Students should be listening to the presentation. Students shall please refrain from having conversations, checking your email or web-browsing. These behaviors are distracting to others and to the instructor. **No student is allowed to print or plot without permission during any lecture under any circumstances.** This includes when you are visiting in an open lab or have received permission to work quietly when an instructor may be lecturing.

The above distractions or any disruptive behavior during class **are grounds for being excused from class with a loss of that day's work.** Repeated events will result in disciplinary action via the Department Chair, Dean or Vice President of Academic Affairs.

During Laboratory: Kindly remember that other students may have different study habits and priorities than you do. Please speak softly when conversing with other students. Avoid long and/or social (unrelated to class matters) dialog in the computer lab. Take such conversations outside.

During open lab times or when other classes are in progress.

There will be open lab time in Shuhaw 1799 and 1751. A schedule will be posted on the doors to the labs. There may be lab seats available during other courses in progress. When desiring to occupy an empty station during a lecture, students should politely inquire with the instructor prior to just taking a seat. If a student shows up late and you are occupying their seat, you must vacate IMMEDIATELY. CEST 63 students will comport themselves per the course syllabus guidelines whenever using the computer labs. You represent the CESGT Program to others.

Cell Phones: Turn cell phone ringtones off and if you must receive a call please **go outside** during your phone conversation.

***ABSOLUTELY NO EATING OR OPEN DRINKS ALLOWED IN CLASS or COMPUTER LABS!!!
and once again for the cheap seats.....***

ABSOLUTELY NO FOOD OR OPEN DRINKS ALLOWED IN CLASS or COMPUTER LABS!!!

Passwords, Accounts and Access Codes: Students will be given SRJC computer user accounts and will be required to establish user accounts at other websites. It is the responsibility of the student to keep track of their user names, passwords and security codes. Lost or forgotten passwords are not an acceptable reason for incomplete assignments.

Computers, Equipment and Equipment Handling:

In comparison to many other campuses, SRJC has recently updated, excellent computer hardware, software and output facilities. In order to provide optimum laboratory access and usage experience; all students are expected to be familiar with and follow the posted rules for the computer labs (Shuhaw 1751 and 1799). **Any student observed violating the rules may be**

excused from class (first offense). Repeat offenses will result in a student being dropped from the class. In some classes your computer profile will NOT follow you to another station. Students will be assigned a workstation which will be their workstation for the entire semester. You may not sit at another workstation without permission from the instructor. Students will be provided with computer access account numbers on the first day of class. All students will complete a laboratory compliance agreement during the first class meeting.

All students are to treat the course equipment with proper care. Any damaged or malfunctioning computer or survey equipment shall be promptly reported to the instructor. Students observed mistreating the equipment will be warned either openly or in conference. Students who are repeatedly observed misusing equipment will be excused from that class. Students excused from class activities for mistreating equipment will not be allowed to make up that day's work. A second such event may result in a student being dropped from the course.

There are data volumes (folders) and documentation files for the various devices and software applications. This documentation can be found in the \PATHNAME*\Library folder and the various subfolders on the student local and network drives. Any hard copy documentation and display articles are **NOT** to be taken off the lab premises or off campus for **ANY** reason without prior approval of the instructor. STUDENTS ARE NOT PERMITTED TO PRINT THE DOCUMENTATION FILES ON SRJC PRINTERS. When such documentation is required for an out of class assignment, it may be obtained from the \PATHNAME*\Library folder in electronic format. Assignments and support information will be provided on the SRJC network drive and should be copied to the student's local drive BEFORE opening or operating on the file or files. The majority of the support documentation is in PDF format. Students are expected to be familiar with the use of Adobe Acrobat Reader software. Please make certain that you allow yourself the necessary time to transfer the appropriate support documentation in advance of assignments and class exercises.

CEST 63 students will receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated. SRJC provides laboratory supervision and limited software support during the open lab hours on the Santa Rosa Campus. Please familiarize yourselves with Mr. Todd Amos' schedule. He is super knowledgeable and a valuable resource.

* PATHNAME=the SRJC network drive pathname to be established in class for the file location or locations.

SHUHAW 1751 and 1799 Network Drives

Drive C: Local hard drive in the computer
Drive F: (Private drive unique to each person-copy class materials to this drive)
Drive N: (Read-only to students. Full-access to faculty and staff. Copy distributed class materials FROM this drive ASAP)
Drive M: (Full-access to everyone) will be deleted periodically. Please don't leave your important files on this drive.

NOTE: Student USB drives or external HDDs should be inserted **AFTER** logon is complete. External HDDs and USB drives should be used for backup and transfer of materials to outside/personal computers.

File Distribution:

This semester I will be using the **SRJC FILE DEPOT** to distribute selected files and to receive certain files and assignments. This will keep my SRJC mailbox from over filling with large attachments (assignments). Certain files for distribution will be available in the File Depot (link below). Files that

students will be instructed to send will be uploaded to the SRJC File Depot Dropbox (link below). Use of this site will be discussed at the first class meeting.

Link to File Depot: <https://www2.santarosa.edu/file-depot/>

Link to Dropbox: <http://www2.santarosa.edu/file-depot/dropbox.php>

Note: instructor-posted files will remain on the site for ~ 2 weeks after posting and then be deleted. Be certain to download the files right away.

Syllabus Purpose and Disclaimers:

This syllabus is an agreement. Continued participation (past day 1) in CEST63 means that you, the student, tacitly agree to the policies and procedures outlined in this document. If some aspect or aspects of the syllabus are unclear to a student, it is their responsibility to inquire regarding that matter at the outset of the course.

This syllabus is intended to provide guidance as to in what will be expected during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement or make changes as necessary for general course needs as the semester progresses.

Instructor Commentary:

The 1-year program moves along very quickly. The Fall courses are introductory, gateway courses to the Spring semester courses. The follow-on spring semester courses offer additional curriculum towards the Land Survey certificate / degree and build the foundation of all professional land surveying.

The bulk of land surveying is initially performed in your brain and subsequently implemented with technology as a pencil and paper or as fancy as a calculator or computer. It cannot be emphasized how important it is to fully-apply yourselves at every lesson opportunity. The lectures, labs and examinations in these courses are not easy. They are designed to orient and prepare students for the workplace, qualification and licensure exams. They also reflect the serious professional obligations that newly licensed land surveyors will undertake for the state or states in which they practice. Please make the absolute best use of your time. Thank you and WELCOME.

CEST 63 - SUBDIVISION PLANNING

Spring 2018 COURSE OUTLINE

The objective of this outline is to assist you in planning your schedule. Every effort will be made to stay on schedule. However, the instructor may find it necessary to make appropriate changes to meet the learning objectives for the entire class. You should be familiar with the reading assignment prior to the class lecture. You should allow yourself a minimum of six hours per week to complete the reading, homework and project assignments. You may find it necessary to arrange time outside the scheduled hours to complete your assignments. See the **Course Syllabus** for guidelines and specific information regarding course objectives, attendance, supplies, homework, project assignments, exams and grading.

Topic	Topic Description	Syllabus Reading	Homework/Assignment
1	Overview of the Land Development Process	Chapter 1 - Overview of the Land Development Process	Reading
2	History and Purpose of Land Planning	Chapter 12 - Land-use Planning, Subdiv., & Other Public Controls	Reading & Assign. #1
3	Zoning and Building Regulations	Chapter 2 – Zoning & Building Regulations	Reading & Handout
4	Land Planning Mathematics	Land Planning Mathematics Handout	Handout & Assign. #2
5	Subdivision Map Act and Platting Laws	LS SMA Course Syllabus	Web Site Research & handout
6	Deeds, Legal Descriptions & Conveying Property	Instructor Handouts	Assign. #3
7	Subdivision of Parcels Tentative Map	Tentative Parcel Map Package and handouts	Assign. #4
8	Subdivision of Parcels Parcel Maps & Final Map	Final Map Package and handouts	Assign. #5
9	Subdivision Planning & Approval Process	Attend 3 different local agency meetings	Assign. #6
10	Residential Development Project Presentation	Residential Development package and handouts	Assign. #7