CEST 63 – Subdivision Planning
COURSE SYLLABUS
Spring 2026 version 1a

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

Instructors: Neil King / Jennifer Looper / Reg Parks
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Office Hrs. will vary by instructor:
Office Hours: SAT 11:00 am - 12:00 pm or TBA
Class Hours: SAT 12:00 pm – 5:00 pm
Final Exam: Saturday, May 16, 2026, 1-4 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 2026 Course Readings,"
- 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 2022 or later).

CEST63 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
- Understand Record of Survey Map and Corner Record.
- Understand land development agreements.

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.
- Record of Survey Map and Corner Record.
- 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.

Class Preparation:

- A serious student attitude is strongly encouraged and a team learning approach underpins the course culture. A team learning approach is one where a student takes an equal (or better) measure of responsibility for their learning experience through their participation, performance and professional attitude.

- Students are expected to arrive on time for class, to be prepared in advance for each class and to remain for the entire session. Note taking in class is **strongly** encouraged. It is also strongly recommended that students write down any questions about the material while reading and studying and bring them to class for clarification.

- Students are to have successfully completed SURV60, CEST51, and APTECH191 with a grade of C or better. Students are also expected to be thoroughly familiar with microcomputer operations, the Microsoft (MS) Windows Operating System (OS). *MS Windows file management*, MS Windows File Explorer, MS Internet Explorer/Edge or Google Chrome, Adobe Acrobat Reader or Sumatra PDF (free downloads), MS Notepad and MS Office (Word, Excel, PowerPoint). Classes and tutorials are available on the SRJC campus and on You Tube. *Use of Apple computers, the Apple OS, OS emulators and Boot Partitions is not supported and is the sole responsibility of the student if used for and during classes and coursework.*

- Access to a computer, word processor, spreadsheet application, PDF organizer/editor and a reliable internet connection of 5+ Mbps or better are key and critical to passing this course. This is a lecture and lab course held online and/or in a computer lab. **Access to CESGT computer lab facilities will be expected to successfully complete the assignments. Scheduled open lab hours will be posted when available.** Spring 2026 Lindley Open Lab times

- The computer lab manager is Todd Amos, Micro Computer lab Specialist. He will issue notices to student regarding important Lindley Computer Lab issues during the semester. Please pay close attention to those emails as they are issued.

- Please consult the SRJC Website, SRJC Online Academic Calendar and course handouts to identify, in advance, all important dates, deadlines and academic policies such as those relating to unexcused absences, adding and dropping. A course calendar/planner will be provided as well as SRJC administrative deadlines.

- ***Any student who feels that they have not met or cannot meet the requirements and expectations for this course should contact the instructor before the second class meeting. There are SRJC computer studies classes available that will help students prepare for this program.***

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. An excused absence may be granted only by contacting instructor sufficiently **prior** to beginning of class. No Exceptions! According to school policy:

- missing 10% or more of class can result in being automatically dropped,
- missing the final exam/presentation can result in a grade of F for the course.

Assignments and Labs:

- 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 submitted per instructions and due at the specified time and date.
- Late assignments **WILL NOT** be accepted.
- All assignments are to be submitted on the appropriate size sheet as instructed. If a sheet size is not given, 8½" x 11" paper shall be used.
- All written assignments, i.e., reports, essays, etc., shall be word processed and submitted in MS Word.docx. AND Adobe.pdf formats. Please be advised, your instructor will not attempt to convert or repair files from 3rd party word processors not directly readable by MS Word. This would include applications such as Google Docs, Google Sheets, Google Workspace, Libre Office Apps, Zoho Workplace, Open Office, WPS Office, etc.
- All written assignments will be submitted with a coversheet. The sheet will contain the students name, date, instructor, assignment # and class #, and a table of contents if relevant. If hard copy, 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.

Scientific Calculators:
Civil and Survey students are required to have a scientific calculator and know how to use it (the range of recommended models will be discussed). For CESGT surveying students, the HP33s, or the HP35s, or the TI-30XIIs are required. These are calculators that will be allowed on certifying, licensure and board examinations as well as in-class exams. TI 83-89 and NSpire calculators are not allowed on in-class exams. Students are responsible for learning and performing the programming and operation of their calculators.

Possession **and** working knowledge of a hand calculator is a REQUIREMENT for all CESGT classes and will be necessary for all exams, quizzes and problem sets. Incorrect results secondary to miss-keyed or incorrectly used calculators are INCORRECT. In order to receive the most credit for work performed, please attempt, at all times, to SHOW YOUR WORK.

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.
- Students will deliver project 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 project or 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.

ASSIGNMENTS (Homework)	points scaled by	33.0%
LAB (Mapping Projects	points scaled by	33.0%
QUIZZES, EXAMS	points scaled by	34.0%
Total Accumulated Points		100.0%

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

YOUR TOTAL POINTS ÷ TOP SCORE TOTAL POINTS = GRADE %

90 - 100% = A	70 - 79% = C	Below 60% = F
80 - 89% = B	60 - 69% = D	

- 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
(Please take careful note of the link to Academic Integrity, cheating of any type will not be tolerated)

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. For any in-person classes, **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 Lindley 196. A schedule will be posted online and 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!!!

Classroom Safety:
Students are expected to follow **all posted and published** SRJC classroom safety and courtesy rules during class or when working during open or available lab times. Please familiarize yourselves with the emergency evacuation diagrams and instructions on the walls of Lindley 196 and/or 194.

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 (Lindley 186 and 196). 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 output 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.

Network Drives

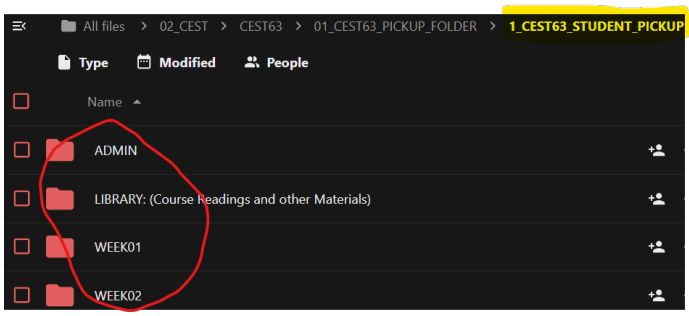
Drive C: Local hard drive in the computer
Drive ??: (TBA, Private drive unique to each person-copy class materials to this drive)
Drive N: (Read-only to students. Full-access to faculty and staff. Copy distributed class materials FROM this drive ASAP)
Drive M: (Full-access to everyone) will be deleted 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 instructors be using the **SRJC FILE DEPOT** to distribute selected files and to receive certain files and assignments as follows:

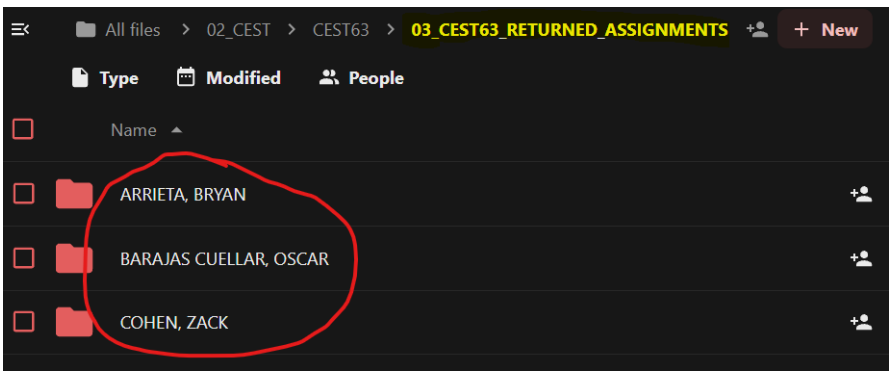
1.) **Weekly files for distribution** (lecture notes, handouts, assignments, etc.) will be found in folders by course week and category of file (lecture, lab, handouts, assignments, etc.) The folders will be progressively updated weekly.



Here is that Link: https://filedepot.santarosa.edu/index.php/s/SwTa4QcwnLnioRT

2.) **Student files to be submitted**: individual upload links will be provided on the assignment instruction sheets or during class.

3.) **Returned/graded assignments**: in class, students will receive a unique personal link to a **private** named folder containing their returned assignments for review/download. Please do not lose it.



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.

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.

Respectfully,
CEST63 Instructors King, Looper, Parks

CEST 63 - SUBDIVISION PLANNING

Spring 2026 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	150 Years of Land Planning California	Reading
2	Overview of the Land Development Process	Overview of the Land Development Process	Assign. #1, Levy Chapter 10, Report
3	Land Planning Mathematics	Land Planning Mathematics Handout	Assign. #2, Levy Chapter 9, Report
4	Record Of Surveys and Corner Records	Professional Land Survey Act ROS & CR	
5	Subdivision Map Act Tentative Parcel and Final Maps and Platting Laws	Subdivision Map Act	Assign. #3, Subdivision Map Act Assignment
6	California General Plan 2017	California General Plan	Assign. #4, Sonoma County General Report
7	Local General Plan, Zoning, Building Regulations	Land Use Planning and Zoning	Assign. #5, Zoning and Building Identification
8	Local Planning Review and Approval Process	Planning, Review and Approval	Assign. #6, Mid Term Exam (Take Home)
9	Land Planning Residential Subdivisions	Attend 3 different local agency meetings	Assign. #7, Planning Meeting Report
10	Deeds, Legal Descriptions & Conveying Property	Deeds and Legal Descriptions	Assign. #8, Legal Description
11	Residential Development Project Presentation	Residential Development package and handouts	

CEST 63 - SUBDIVISION PLANNING

Spring 2026 Course Reading PDF's

Can be found on the SRJC File Depot in the "LIBRARY:" FOLDER, use link provided above on page 5.

01 CEST63 Longtin 150 Years of Land Use.pdf

02 CEST63 Overview Land Development .pdf

03 CEST63 Land Use Planning Mathematics.pdf

04a CEST63 Land Use Planning PLS 2023.pdf

04b CEST63 Land Use Planning CEAC ROS CR Guide.pdf

05a CEST63 Land Use Planning SMA 2023.pdf

06a CEST63 Land Use Planning General Plan Required Elements.pdf

06b CEST63 Land Use Planning California General Plan 2017.pdf

07a CEST63 Land Use Planning Subdivision.pdf

07b CEST63 Land Use Planning and Zoning.pdf

08 CEST63 Land Use Planning Approval Process.pdf

09a CEST63 Land Use Planning Residential Subdivisions Guide.pdf

09b CEST63 Land Use Planning Residential Subdivisions Guide.pdf

09c CEST63 Land Use Planning Residential Subdivisions.pdf

10a CEST63 Land Use Planning Legal Descriptions.pdf

10b CEST63 Land Use Planning Legal Descriptions.pdf

10c CEST63 Land Use Planning Legal Descriptions.pdf

11a Air Space and Subdivisions (To be added during semester)

12a Land Development and Development Agreements (To be added during semester)