

# **AICP Exam Prep Review**

## **Exam Content Areas and approximate share of questions on each**

### **Fundamental Planning Knowledge (25%)**

- History of planning, planning movements, and influences on planning
- Foundational legal principles and decisions (e.g., housing law, property rights, eminent domain)
- Theories of and about planning (e.g., public interest, incrementalism, comprehensiveness, equity, advocacy planning, rational planning)
- Patterns of human settlement (e.g., growth and development of places over time, role of transportation in shaping urban form, cultural influences on the form of places)
- Statutory basis of planning (e.g., relationship to national and state government, governance structure)
- General terminology, practices, and principles of related professions (e.g., public health, architecture, law, engineering, real estate, environmental restoration)
- Natural, social, and economic systems (e.g., political context, demographics, social trends, ecology, water, health, climate)
- Core values of planning (e.g., equity and social justice, public interest, sustainability, healthy and prosperous communities, diversity, democratic engagement, transparency)

### **Plan Making and Implementation (30%)**

- Conducting research and acquiring knowledge (e.g., qualitative and quantitative research, research methods, precedents and examples, best practices, analysis and reporting, surveying)
- Spatial analysis (e.g., GIS, mapping, interpretation)
- Public engagement (e.g., participation methods, social media, strategies and tools, advocacy, outreach)
- Communication (e.g., clear and understandable visual, written, and spoken concepts; building relationships; conducting meetings; media relations)
- Preparing to plan (e.g., visioning, goal setting, identifying key issues, forecasting, legal context)
- Formulating plans and policies (e.g., creating and evaluating alternatives, full range of impacts, plan presentation, policy analysis, building constituency, visualization techniques)
- Plan implementation (e.g., codes and regulations, budgeting and finance, demonstration projects, decision making)
- Monitoring and assessment (e.g., measures of performance, outcome indicators)
- Project or program management (e.g., RFPs, RFQs, grants, preparing budgets, managing contracts, scheduling, allocating staff)
- Social justice (e.g., planning for diverse or underserved communities, social empowerment)

## Areas of Practice (30%)

- Comprehensive and sectoral planning (e.g., spatial planning, growth management, long range planning, general planning, regional planning, fiscal impact analysis, capital improvement planning, policy planning, tribal planning, governance structures)
- Community, subarea, corridor, and neighborhood planning
- Current planning (e.g., codes and regulations, zoning, plan review, design review, site planning)
- Sustainability planning (e.g., sustainable processes, practices and outcomes, including environmental planning, economic planning, and equity planning)
- Transportation planning (e.g., mobility and accessibility planning, land use and transportation demand, transportation modes, goods movement, ports, airports, intermodal, pedestrian, bicycle, transit, parking, and access equity)
- Infrastructure planning (e.g., utilities, community facilities, energy, green and blue infrastructure, communications, waste, water and sewer, concurrency)
- Hazards, mitigation, and resiliency planning (e.g., flooding, earthquake, wildfires, spills, brownfields, anti-terrorism, disaster preparedness planning)
- Environmental and natural resources planning (e.g., air quality, climate change, environmental impact analysis, aquatic planning, agriculture, forestry, extraction, habitat, shoreline planning, environmental justice)
- Economic development planning (e.g., community revitalization, economic analysis and forecasting, incentives, financing mechanisms, tourism, workforce development, business development, resiliency, shared economy, tax increment financing)
- Urban design (e.g., place making, transit oriented development, walkability, mixed use, public realm, design guidelines, wayfinding, infill development)
- Housing planning (e.g., homelessness, affordability, market analysis, policy, finance, fair housing, manufactured housing, micro-housing, universal design, co-housing, accessory dwelling units)
- Parks, recreation, and open space (e.g., standards, incentives, greenways and trails, scenic resource, preservation, viewsheds, wildlife corridors, connectivity, conservation easements, transfer/purchase of development rights)
- Historic and cultural resources planning (e.g., historic preservation, adaptive reuse, regulatory context, financing, cultural and heritage preservation, arts districts)
- Institutional planning and siting (e.g., schools, universities/colleges, hospitals, jails and prisons, military bases, religious facilities)
- Food planning (e.g., food security, access and justice, food production, food economies, food governance)
- Health planning (e.g., active living, aging in place, environmental justice, health districts and service distribution, health impact assessment)
- Rural and small town planning (e.g., rural economic development, main streets, natural resource protection, tourism, multi-jurisdictional relations, rural character and scale)

## Leadership, Administration and Management (5%)

- Leadership (e.g., influencing decision making in the public interest, strategic decision making)
- Managing external relationships (e.g., customer service; client interaction; representing and promoting organizations; relationships with partner/sister organizations, decision makers, and boards and commissions; transparency; freedom of information; confidentiality; privacy)
- Internal organizational management (e.g., team building and staff training, planning-office culture, strategic planning, organizational budgeting and financial management)
- Technology and related applications (e.g., using technology and related information tools to advance planning, smart cities technology planning)

## AICP Code of Ethics and Professional Conduct (10%)

- Section A: Aspirational principles (e.g. responsibility to the public, clients, employers, the profession, and colleagues)
- Section B: Rules of conduct
- Sections C, D, and E: Procedural provisions (e.g. advisory opinions, adjudication of complaints of misconduct, discipline of members)

## Study Resources

### APA Resources

- AICP Exam Prep Package 3.0 (\$149)
- AICP Selected Readings List  
(<http://planning.org/certification/examprep/selectedreading.htm>)
  - Hack, Gary, Eugenie L. Birch, Paul H. Sedway, and Mitchell J. Silver. *Local Planning: Contemporary Principles and Practice*. Washington: ICMA. 2009. *The latest edition of what is commonly known as the "green book," earlier editions also contain useful information.*
    - Hoch, Dalton, and So, *The Practice of Local Government Planning* (the "green book"), 3<sup>rd</sup> ed.
      - Second edition is also a good study resource
  - Babbie, *The Practice of Social Research*
  - Klosterman, *Community Analysis and Planning Techniques*
  - Patton and Sawicki, *Basic Methods of Policy Analysis and Planning* (2nd ed or new 3<sup>rd</sup> ed.).
  - Downs, *Still Stuck in Traffic: Coping with Peak-Hour Traffic Congestion*
  - Randolph, *Environmental Land Use Planning and Management*
  - Berke and Godschalk, *Urban Land Use Planning* (5th ed.)
  - Innes, Judith E., and David E. Booher. 2004. "Reframing Public Participation: Strategies for the 21st Century." *Planning Theory & Practice* 5, no. 4: 419-436.

- *Planning* magazine (last 5 years)—note, questions take almost two years to get on exam
- *Journal of the American Planning Association* (last 5 years)
- PAS reports, <https://www.planning.org/pas/reports/chronlist.htm> (available at some libraries)
- *Planning & Environmental Law* (journal)
- Policy Guides

## Other Resources

- Planning Law (free), <http://www.studystack.com/flashcard-13053>
- Other courses or materials (not free and no endorsement by me or APA - WI)
  - APA, AICP Comprehensive Planning Examination Preparation  
<https://planning.org/events/course/9026917/>
    - \$199
  - Planetizen: <https://www.planetizen.com/aicp-exam-prep>

Option 1: Online Course - \$245

Option 2: Online plus Essential Readings- \$589

Option 3: Online Course, Essential Readings, and “Green Book” 4<sup>th</sup> ed  
- \$689

## History of Planning

### PLANNING HISTORY TIMELINE (abridged from CPC Manual)

Look for patterns by decade or even large swathes of time. Link specific events to planning movements.

**First time through: note surprises (“I didn’t remember that took place then,” then remember the decade at least.)**

**Think about significance in current planning practice.**

**1785** Ordinance of 1785. Provided for the rectangular land survey of the Old

Northwest. The rectangular survey has been called "the largest single act of national planning in our history and ... the most significant in terms of

continuing impact on the body politic" (Daniel Elazar).

**1864** New York Council of Hygiene of the Citizens Association mounts a campaign to raise housing and sanitary standards.

**1867** First major tenement house law (N.Y.) restricting physical conditions.

**1867** San Francisco prohibits specific obnoxious uses in certain districts--beginning of land-use zoning in U.S.

**1880-84** Building of Pullman, Illinois, model industrial town by George Pullman.

**1890** *How the Other Half Lives* (Jacob Riis) is published; a powerful stimulus to housing and neighborhood reform.

**1892** First U.S. federal government recognition of the problems of slums and cities (a survey).

**1893** World's Columbian Exposition in Chicago commemorating the 400th

anniversary of the discovery of the New World. A source of the City Beautiful Movement and of the urban planning profession.

**1898** Ebenezer Howard publishes *Tomorrow A Peaceful Path to Real Reform*, start of **Garden City** movement. Reissued in 1902 as *Garden Cities of Tomorrow*.

**1899** First state court support of ordinance/act restricting heights of buildings.

**1903** Letchworth constructed. First English Garden City and a stimulus to New Town movement in America (Greenbelt Towns, Columbia, etc.).

**1903** First local "civic center" plan developed for Cleveland, by Daniel H. Burnham.

**1906** First application of "City Beautiful" principles to a major American city – Burnham's *Plan for San Francisco*.

**1907** First comprehensive city survey, Pittsburgh.

**1907** First official, local, and permanent planning board (*at Hartford, Connecticut*).

**1909** First National Conference on City Planning in Washington, D.C.

**1909** First American use of zoning to restrict future development. Los Angeles creates multitude of zones.

**1909** First *State Enabling Act* passes (*Wisconsin*).

**1909** Plan of Chicago—first metropolitan regional plan in U.S. (Daniel Burnham).

**1910** First American test of neighborhood idea - Forest Hill Gardens, Long Island, N.Y.

**1913** First major American textbook on planning - Flavel Shurtleff's *Carrying Out the City Plan*.

**1913** First private planning consulting firm, created in N.Y.C. by George B. Ford and Earnest P. Goodrich (*Technical Advisory Corporation*).

**1913** First state to institute mandatory referral of subdivision plats (*beginning of subdivision control*) - New Jersey.

**1913** First state to make planning mandatory for local governments (Massachusetts).

**1914** First full-time municipally employed planner, Harland Bartholomew, at Newark, New Jersey.

**1915** Patrick Geddes writes *Cities in Evolution* creating the foundation for regional planning theory.

**1916** Nation's first comprehensive zoning resolution adopted by New York City Board of Estimates under the leadership of George McAneny and Edward Bassett, known as the "Father of Zoning."

**1917** Frederick Law Olmsted, Jr. becomes first president of newly founded American City Planning Institute, forerunner of the American Institute of Planners and the American Institute of Certified Planners.

**1919** Three early unifunctional regional authorities-the Metropolitan Sewerage

Commission, the Metropolitan Water Board and the Metropolitan Park Commission-combined to form the Boston Metropolitan District Commission.

**1921** New Orleans designates the Vieux Carre Commission, the first historic preservation commission in the U.S.

**1922** First suburban auto-oriented shopping center, "County Club Plaza" in Kansas City, Missouri.

**1924** U.S. Department of Commerce under Secretary Herbert Hoover issues a Standard State Zoning Enabling Act.

**1925** Cincinnati, Ohio, becomes first major American city officially to endorse a comprehensive plan. (Alfred Bettman).

**1925** Ernest Burgess's "Concentric Zone" model of urban structure and land use is published.

**1925** First comprehensive plan to be adopted by the planning board of a major American city - Cincinnati.

**1926** Supreme Court upholds constitutionality of comprehensive zoning (*Village of Euclid v. Amber Realty Co.*).

**1928** First "new town" built (Radburn, N.J.).

**1929** Clarence Perry's monograph on the Neighborhood Unit is published in Volume VII of *the Regional Survey of New York and Its Environs*.

**1933** FDR inaugurated. New Deal begins with a spate of counter-depression measures.

**1933** The Tennessee Valley Authority is created to provide for unified and multipurpose rehabilitation and redevelopment of the Tennessee Valley, America's most famous experiment in river-basin planning. Senator George Norris of Idaho fathered idea. America's first large-scale regional program in integrated economic, social, and physical development planning by the federal government.

**1933** First U.S. National Planning Board created (*abolished as the National Resources Planning Board in 1943*).

**1934** National Housing Act. Established FSLIC for insuring savings deposits and the FHA for insuring individual home mortgages.

**1934** American Society of Planning Officials (ASPO) founded (*Alfred Bettman, is the first president*).

**1934** First U.S. federally built housing for the general population.

**1935** Resettlement Administration established under Rexford Tugwell, Roosevelt "braintruster," to carry out experiments in land reform and population resettlement. This agency built Greenbelt, Maryland and Greenhills, Ohio - forerunners of present day New Towns: Columbia, Maryland and Reston, Virginia, etc.

**1935-37** First U.S. federally built new towns in peacetime: the "greenbelt" towns.

**1939** Homer Hoyt's influential "sector theory" of urban structure appears in his monograph, *The Structure and Growth of Residential Neighborhoods in American Cities*.

**1939** ACPI renamed American Institute of Planners (AIP).

**1949** Housing Act (Wagner-Ellender-Taft Bill). First U.S. comprehensive housing legislation. Aimed to construct about 800,000 units. Inaugurated urban redevelopment program.

**1949** The National Trust for Historic Preservation is created and chartered by Congress.

**1949** First U.S. federal urban redevelopment (*clearance program*) in U.S. House Act of 1949.

**1954** In *Berman v. Parker*, U.S. Supreme Court upholds right of Washington, D.C. Redevelopment Land Agency to condemn properties that are unsightly, though non-deteriorated, if required to achieve objectives of duly established area redevelopment plan.

**1954** The Council of Government movement (COG's) begins in the Detroit area. It soon spreads nationwide.

**1954** First U.S. federal conservation and rehabilitation program, and first federal 50/50 funding for preparation of general plans ("701") in U. S. House Act of 1954.

**1960** *Image of the City* by Kevin Lynch defines basic elements of a city's "imageability" (paths, edges, nodes, etc.).

**1961** Hawaii becomes first state to institute statewide zoning.

**1961** *The Death and Life of Great American Cities*, by Jane Jacobs, includes a critique of planning and planners.

**1965** U.S. Department of Housing and Urban Development (HUD) created.

**1966** National Historic Preservation Act passed. Establishes the National Register of Historic Places and provides, through its Section 106, for the protection of preservation-worthy sites and properties threatened by federal activities. This act also creates the national Advisory Council on Historic Preservation and directs that each state appoint a State Historic Preservation Officer (SHPO).

**1966** The Demonstration Cities and Metropolitan Development Act launched the "model cities" program, an interdisciplinary attack on urban blight and poverty. A centerpiece of President Lyndon Johnson's "Great Society" program.

**1969** Ian McHarg publishes *Design with Nature*, linking planning to the natural environment.

**1969** National Environmental Policy Act requires an "environmental impact statement" for every federal or federally aided state or local major action that might significantly harm the environment.

**1970** Federal Environmental Protection Agency established to administer main provisions of the Clean Air Act (1970).

**1972** In *Golden v. Planning Board of Ramapo*, New York high court allows the use of performance criteria as a means of slowing community growth.

**1978** American Institute of Planners (AIP) and American Society of Planning Officials (ASPO) merge to become American Planning Association (APA).



## **Plan-Making and Planning Theory**

- Goal-setting and visioning
- Data collection and analysis
- Develop alternatives, including “no action” or “do nothing” alternative
- Analyze the expected effects of the alternatives
- Adopt the plan
- Implement: regulations, programs, and financial incentives
- Review and evaluate

### **Theory**

- Rational planning
- Incremental planning
- Advocacy planning
- Equity planning
- Communicative action planning
- Radical planning

- Strategic planning
- Comprehensive planning
- Land use planning

### **Ethics: 10 percent of score; 20 percent of reading time**

- Social justice
- Open and fair process
- No bias, e.g., conflicts of interest,
- What to do if something seems unethical

### **Law**

Understand the Constitutional basis for planning, and federal, state, and local authority to plan and basis for that authority.

Understand, in general, Constitutional limits on planning action. Count on your general understanding to guide in guessing on cases you do not recognize.

- Police power
- Due process
- Equal protection
- Takings

Statutory law, e.g., state enabling statutes, environmental statutes, etc.

## Citizen Participation

### Resources:

International Association for Public Participation

Spectrum of Public Participation

[https://www.iap2.org/resource/resmgr/foundations\\_course/IAP2\\_P2\\_Spectrum\\_FI\\_NAL.pdf](https://www.iap2.org/resource/resmgr/foundations_course/IAP2_P2_Spectrum_FI_NAL.pdf)

US EPA, Public Participation Guide: Process Planning

<https://www.epa.gov/international-cooperation/public-participation-guide-process-planning>

## Quantitative Methods

**CPC says:** “If you know how to calculate mean, median and mode, Floor Area Ratios (FAR’s) and can read a simple x-y graph, you are going to be just fine. No equations or computations that require a calculator.”

**Concepts are more important than calculations!**

**From Quantitative Methods section of CPC Manual:**

*Look through list. Identify topics that are completely unfamiliar and research those. Identify topics that you once knew but need review.*

**Mean** the simple arithmetic average of a series of numbers. If using a frequency distribution, it can be estimated as the weighted average of the midpoints of the classes weighted by their frequency

**Median** the value of a distribution which divides it into two equal parts.

**Mode** the value of a distribution which has the highest frequency.

**Range** difference between the highest and the lowest score. It is extremely unstable and determined by only two values in the sample.

**Variance** a measure of dispersion around the mean calculated as the average of the sum of the squared deviations from the mean.

**Standard deviation** the square root of the variance.

**Normal distribution** a probability distribution that is symmetrical around the mean, bell shaped, and with a standardized relationship between the mean and variance called a score. When sampling, the sample mean will be normally distributed with a mean equal to the population mean and a standard deviation equal to the standard deviation of the population divided by the square root of the sample size.

**Confidence interval** a range of values that includes a certain population parameter (e.g., the mean) with a given probability.

**Test of hypothesis** probability test that relates a sample based estimate to a population related hypothesis, and allows for either acceptance or rejection of this hypothesis.

**Regression analysis** statistical technique which provides an estimate of one variable based on a linear function of another. The coefficient of determination or varies between 0 and 1 and indicates the percentage of the variance in the dependent variable explained by the independent variable.

**Capital vs. operating budget** the operating budget entails the everyday expenditures for salaries, supplies and maintenance. Capital budgets (often referred to as CIP) generally reflect one time major project expenditures to be used over a long period of time.

**Planning Programming, Budgeting System (PPBS)** a technique that organizes the budget so that it relates to a goal or an activity.

**Zero Base Budgeting** starts from "scratch" every year. All programs have to justify their existence through analyses called decision packages.

**Linear programming** a mathematical technique used to find the optimum design solution for a project.

**PERT (Program Evaluation and Review Technique)** Scheduling technique that graphically (chart) depicts the interrelationships of the tasks that constitute the project. PERT is designed to aid in planning and controlling both cost and time by (1) focusing management's attention on key aspects of program development, (2) identifying potential problems that may hinder achievement of program goals, (3) facilitating evaluation of programming. (4) providing management with a prompt mechanical reporting device, and (5) improving the quality of management decision making.

**Critical path programming** is used to determine which particular steps in a project will be most "critical" to keeping the project going, e.g. it frequently is used to manage the scheduling of construction projects. Also defined as that path on the network diagram, from the beginning to the end of the project, which will require the longest time to complete. What will cause you delays?

**Fiscal impact analysis** determines whether a particular project or scale of development within a community will generate sufficient revenues to defray the necessary public service costs. Used to evaluate overall financial implications to local governments of alternative patterns and densities of land development.

**Cost revenue analysis** focuses exclusively on the costs and revenues associated with a specific form of growth. The result of such an analysis is a statement of net governmental surplus or deficit expressed in purely financial terms.

**Present value** needed when benefits/costs are not consistent overtime. Money has a time value (discount rate). What you could do with the money (opportunity cost). The amount of money that you need now to have x number of dollars in the future is dependent on the interest rate you use. The different choices that are available for investments are called opportunity costs.

**Cost benefit analysis** compares both the tangible and intangible (externalities) costs and revenues of a particular project or program compares what a community gains from the project benefits to what the community must forego in order to achieve it. Any project with a ratio higher than 1 provides more benefits than costs.

**Economic base analysis** the study of cities and regions which focuses on basic service (export) ratios, the ratio of employment in basic activities to employment in non basic activities which utilizes economic multipliers. Basic industries are defined as local or regional industries with an industry employment / total employment ratio higher than the national ratio for the industry. Non basic industries have a lower industry employment

total employment ratio than the nation. Varies with size of community larger the community, the larger the multiplier (more places to spend money). Service 162 economies can export knowledge/service. Example: If there is one export job which creates three total jobs in the community, then a multiplier of three says for every export job, three jobs are created. This would be an economic base multiplier of 1:3. Helps to show areas of specialization.

**Shift share** a given region may change at a rate (faster or slower) than the national average if (1) the region has a mix of industries strongly weighted toward growth; or (2) the region's internal supply advantages have (declined or improved) in relationship to those offered in other regions, thus making it (less or more) competitive as an industrial location. How does the shift in our share of a particular industry reflect on our local economy'?

**Location quotient** a technique for comparing a region's percentage share of a particular activity or industry with its percentage share of the local versus National market. Describes how the local economy compares to national economy.

**Input Output modeling** a technique developed to monitor the real pattern of money flows. It recognizes the fact that an increase in production in one industry is going to result in increases in other industries due to the linked nature of all productive activities. A predictive tool to determine how changes in particular sectors of the economy will be felt throughout the entire economy.

**Equivalent Uniform Annual Cost** A particularly useful financial analysis tool which allows alternatives with different lines and different costs throughout those lines to be compared fairly. The method converts the variable costs incurred to a uniform series of annual cash flows.