Accessing the City of Mesa DIMES Site

Objective: Ability to create an account and show proficiency in accessing the DIMES site.

To access the site copy and paste the link into your web browser.

https://aca.accela.com/ mesa/

New users will be required to register for an account.

You will be asked to provide the following information to open an account:

• Choose a user name and password
• Personal and Contact Information
• License Numbers if you are registering as a licensed professional (optional)

Account Registration and Creating a Password Step 1:

Please review and accept the terms checkbox and select the continue registration button.
Account Registration Step 2:

Enter and confirm Your Account Information.

Make up a user name 4-32 characters that may contain (letters, numbers and any of these special characters: @ _ - .) valid e-mail address, a password 8 – 20 characters in length, retype your password, Security Question, Security Question answer, Mobile Phone Number.

Select the Add New button

Select Organization from the type drop down box and select continue
Enter contact information and add contact address button by selecting the Add Additional Contact Address button.

Enter the address type “Mailing”, Name of Business, Street Address, City, State and zip code and select save and close.

The record contact added successfully box is displayed select continue.

Select Continue when you receive the create new account box.
Scroll down and enter the words shown (NOTE: All Lower Case and no space) in the box on your screen, the information below will not be correct as it will change with every new user. Select continue registration.

Your account has been created successfully is displayed and you can now log on using the username and password you created.

Return to the login page by typing the following information into your web browser

https://aca.accela.com/mesa/
Type in your user name and password that you just created and select the login button.

You can access the engineering site by selecting the “more” drop down box. To apply for a SWF permit, click on create and Apply for an Engineering Permit.
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The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button.

Select “Non-City Utility Permit – Small Wireless Facility” and click on the continue application button. NOTE: Do not select any of the other types as this cannot be changed later and your application will need to be resubmitted.
1. **Application:** Type in the Antenna address information or search for the address after typing in the street number, direction and City for the address of your work location by selecting the search button.

Select the appropriate address, scroll down and to click the select button.
The address information is now entered into the record select the continue application button

Select from account or add the required applicant contact information. NOTE: The applicant must be the wireless provider that applied for the Site License. If the Wireless provider is not the contact associated with the account you created than you must manually add the information as shown on page 9 “Add New”. All applications must have an applicant “Wireless Provider” and 24 hr. contact. The 24-hour contact is your contact information and is required so we can contact you about the application.
Add the applicant to the record from the existing account by selecting applicant in the type drop down box then check mailing box and select continue.

Verify all the information is filled in adding any missing information and scroll down and select continue. See additional information guide to add contacts to accounts and or records.
Select “Add New” to add a new contact if you want to add an additional contact to the record.

Select “contact” from the type drop down box and select the continue button

Enter all contact information as shown below
Scroll down and enter e-mail address and select the continue button

The contact added successfully box is displayed. Note: The applicant must be the Wireless Carrier Provider for the site you are applying for. You are also required to provide a 24hr emergency contact. The application will be denied if this information is not entered correctly. Select the continue application button
2. Project Information:

Enter all project information into the appropriate boxes.

Scroll down to access the information in the next section and type in and select the appropriate information as required.

Continue entering all information and add the equipment type that is going to be installed example below Aerial Strand-Mounted Microcell Equipment. This box replaces the inspection area and will assign the record to the appropriate staff based on type of equipment. When complete select Continue Application
3. **Documents**: Select add button to add a document maximum size of 160 MB.

The file upload box opens select “Add”

The file selection box opens navigate to the file you want to upload and select it by double clicking it
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The add file upload box opens select the continue button

![File Upload](image1)

Enter the file type you are uploading and add a description of the file and select 1st submittal for the original file that you are uploading and select the save button.

![Documents](image2)
The attachment successfully upload box is displayed and you can now select the continue application button.

4. Review: document page is displayed after reviewing the information for accuracy and edit anything that needs updated. NOTE: After your application is submitted you will not be able to make any changes to the record. Read and if you agree with the information select the certification check box and select the continue application button.
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The Application Submitted box is displayed and the new application record number is shown in blue example “UTL16-00080”

Click on the “UTLXX-XXXXX” number to view the record
The record is displayed

To add additional documents that could be required or if you need to attach documents in the future select the record info tab and then select attachments.
You can now upload documents as previously discussed on page 13 Section #3 Documents. This is where you will upload the street cut application PDF, additional site information if you want to batch sites under one application and approved drawing revisions. Note: If the permit requires a street cut you must attach the street cut application in PDF format to the application to avoid delays in processing. See Fig A. below for the street cut application.

**FIG A**

**PAVEMENT CUT APPLICATION**

Project name:
Project address:
Applicant:
Applicant name:
Applicant email:
Applicant phone number:
Contractor info:

Scope of work: Requesting pavement cut to install ...

Justification for pavement cut: (A verifiable emergency must be specified to cut pavement less than two years old)

Mesa City Code requires all pavement cut activities to have an approved permit and be reviewed in accordance with City standards and specifications. Mesa Standard Detail (STD-530) Title 6, Chapter 2, of the Mesa City Code requires a pavement restoration fee for cutting pavement that is less than five years old. A four-bar pavement cut rate structure is based on pavement type and type of cut. Pavement cuts include: partials, pavement dairies, trenching, etc.

In addition to the pavement restoration fees, pavement cuts within the first five years will be subject to a mill and overlay requirement for a minimum width of all lanes impacted by the pavement cuts. The minimum length for mill and overlay on each side of the cut will be 50 feet for arterial streets and 25 feet for collector and residential streets. However, if one pavement per lane, the requirement to mill and overlay the street shall not apply, and the pavement restoration fee for that pavement will be waived.

Pavement age for city streets is found at the pavement deterioration interactive map site located at http://mesa.gov/pavmap/. Pavement age is required to complete the chart on the following page:

Pavement Cut Fee Table: