

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/>

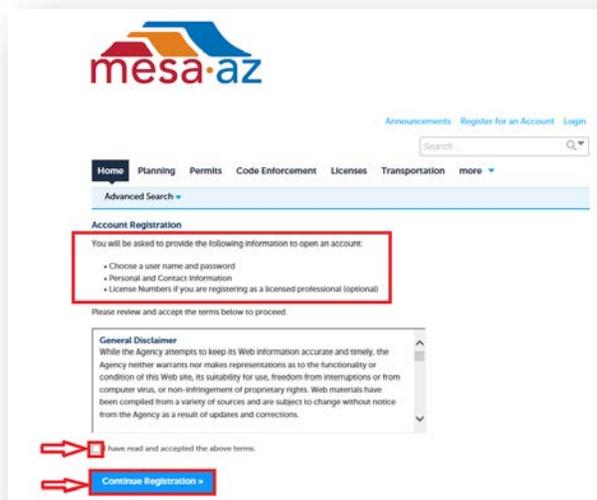
New users will be required to register for an account.

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



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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

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

*Answer:

Mobile Phone:

Receive SMS Messages

Contact Information

Please select whether you are registering as an individual or as an organization (business)

Select Organization from the type drop down box and select continue

Messages

information

ther you are regist

s below

Select Contact Type

*Type:

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Enter contact information and add contact address button by selecting the Add Additional Contact Address button.

Contact Information

*Individual/Organization:
Organization

*Name of Business:
COM Fiber Communications

DBA/Trade Name:

*Primary Phone: 555-555-5555 Work Phone: 555-555-5555 Mobile Phone: 555-555-5555

*E-mail: stevedidomenico@mesaaz.gov Preferred Channel: Email

FEIN:

▼ Contact Addresses

Add Contact Address ←

To edit a contact address, click the address link.
Required contact address type(s): Mailing

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

Contact Address Information

*Address Type: Mailing

*Address Line 1: 5555 S Fiber Way

Address Line 2:

*City: Mesa *State: .AZ *ZIP Code: 85211

Country/Region: United States

Recipient:

Save and Close Save and Add Another Clear Discard Changes

↑

The record contact added successfully box is displayed select continue.

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
Actions ▼	Mailing	5555 S Fiber Way		Active

← →

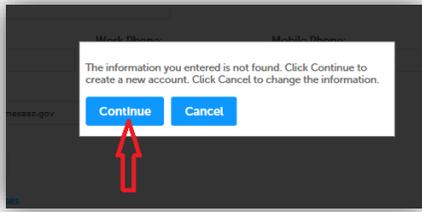
Continue Clear Discard Changes

↑

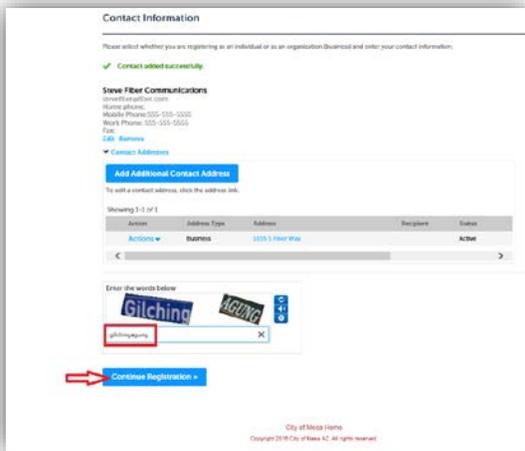
Select Continue when you receive the create new account box.

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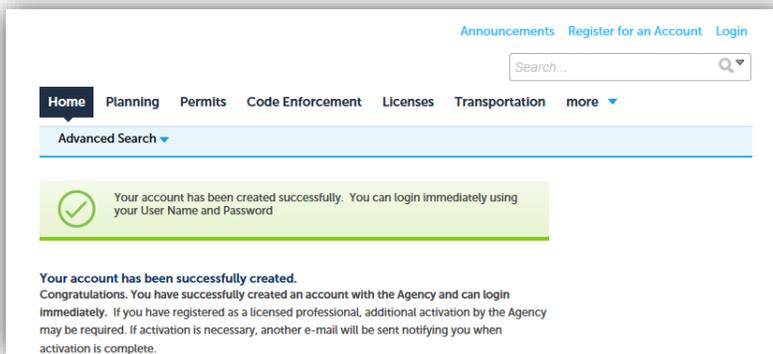
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Scroll down and enter the words shown (**NOTE: All Lower Case and no space**) in the box on your screen, the information below will not be correct as it will change with every new user. Select continue registration



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



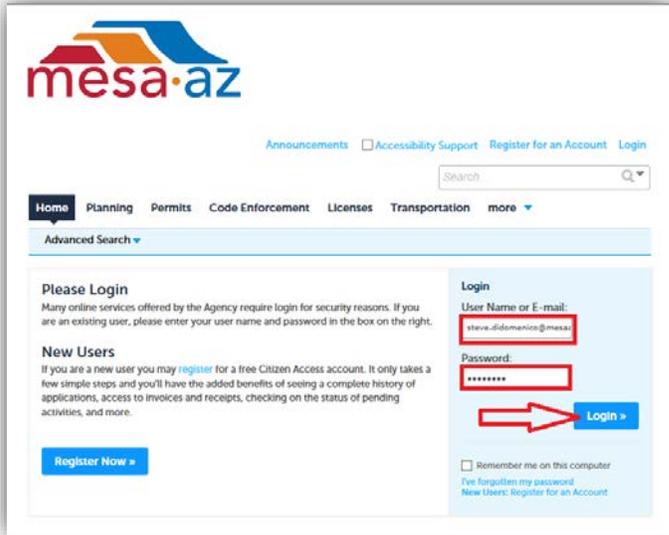
Return to the login page by typing the following information into your web browser

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

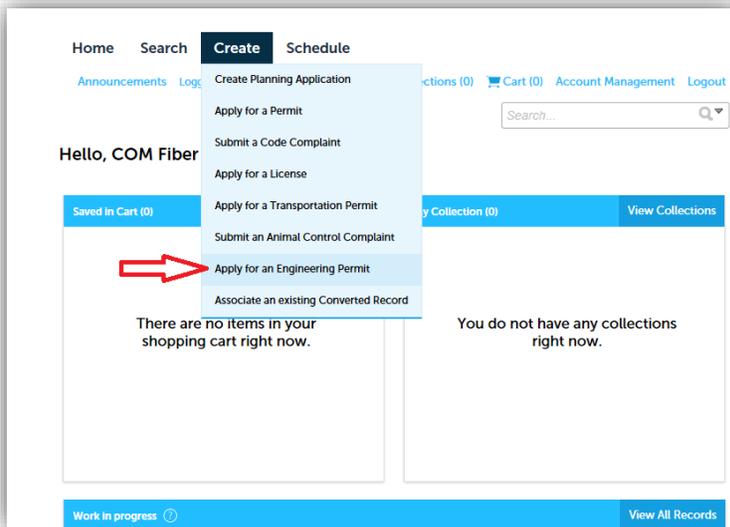
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Type in your user name and password that you just created and select the login button



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

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the City of Mesa attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

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.

mesa.az

Home Search Create Schedule

Announcements Logged in as: Steve DiDomenico Collections (0) Cart (0) Account Management Logout

Search...

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

Non-City Utilities Permit - Annual

Non-City Utilities Permit - Small Wireless Facility

Non-City Utilities Permit - Standard

[Continue Application »](#)

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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.

Non-City Utilities Permit - Small Wireless Facility

1 Location & Contacts | 2 Application | 3 Documents | 4 Review | 5 Record Issuance

Step 1: Location & Contacts > Location

Show Map

* indicates a required field.

Antenna Address

*Street No.: X | Direction: | *Street Name: | Street Type:

Unit Type: | Unit No.:

City: | State: | *Zip:

Select the appropriate address, scroll down and to click the select button

Non-City Utilities Permit - Standard

Address Search Result List

- 20 E MAIN ST, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211 MESA AZ 85201
- 20 E MAIN ST, PPED TP1, MESA Maricopa AZ 85201, 20 E MAIN ST TP1, 315984 MESA AZ 85201
- 20 E MCLELLAN RD, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919 MESA AZ 85201
- 20 E NOLANA PL, SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA PL, 168230 SAN TAN VALLEY AREA AZ 85243
- 20 E SOUTHERN Ave, MESA Maricopa AZ 85210, 20 E SOUTHERN AVE, 21899 MESA AZ 85210

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
15837003A	2	1022	MESA

Associated Owners

Showing 1-1 of 1

Name	Address
MESA CITY OF	PO BOX 1466 MESA AZ 85211

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The address information is now entered into the record select the continue application button

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Application > Location

Address

Country: United States

*Street No.: 20 Direction: E

*Street Name: MAIN Street Type: St

Unit Type: --Select-- Unit No.:

City: MESA State: AZ *Zip: 85201

Search Clear

Continue Application > Save and resume later

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.

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Application > Contacts

Contacts

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type Minimum
Applicant 1

Select from Account Add New Look Up

Showing 0-0 of 0

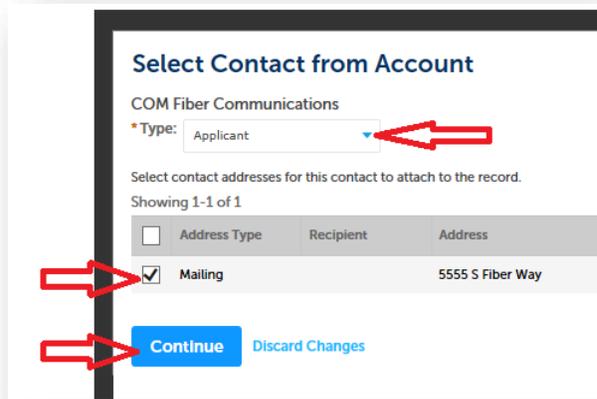
Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application > Save and resume later

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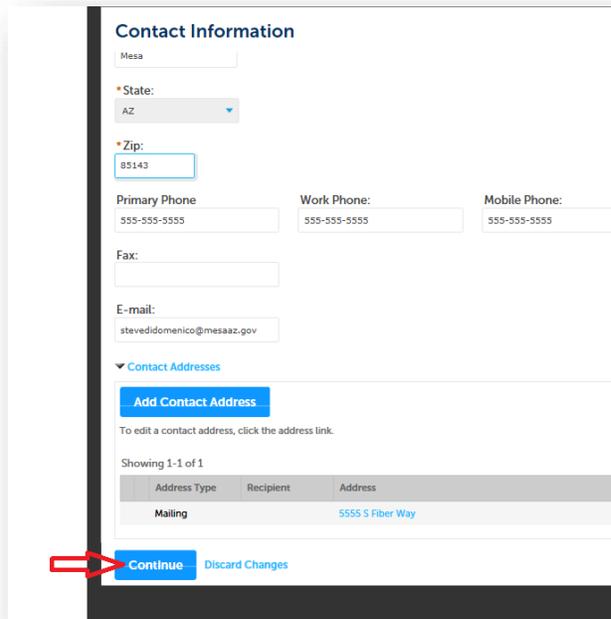
Add the applicant to the record from the existing account by selecting applicant in the type drop down box then check mailing box and select continue.



The screenshot shows a web form titled "Select Contact from Account" for "COM Fiber Communications". The "Type" dropdown menu is set to "Applicant", with a red arrow pointing to it. Below, a table lists contact addresses. The "Mailing" checkbox is checked, with a red arrow pointing to it. At the bottom, the "Continue" button is highlighted with a red arrow, next to a "Discard Changes" link.

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		5555 S Fiber Way

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.



The screenshot shows a "Contact Information" form. Fields include "Mesa" for location, "AZ" for state, and "85143" for zip code. Phone fields for Primary, Work, and Mobile are all filled with "555-555-5555". The "E-mail" field contains "stevedidomenico@mesaaz.gov". Under "Contact Addresses", there is an "Add Contact Address" button and a table with one entry: "Mailing" at "5555 S Fiber Way". A red arrow points to the "Continue" button at the bottom.

Address Type	Recipient	Address
Mailing		5555 S Fiber Way

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Select “Add New” to add a new contact if you want to add an additional contact to the record.

The screenshot shows the 'Non-City Utilities Permit - Standard' application process. It is currently on 'Step 1: Application > Contacts'. The interface includes a progress bar at the top with steps: 1. Application, 2. Project Information, 3. Documents, 4. Review, 5. Pay Fees, and 6. A red arrow points to the 'Add New' button in the 'Contacts' section. Below the buttons is a table with columns: Full Name, Business Name, Contact Type, Work Phone, Fax, E-mail, and Action. The table currently shows 'No records found.' At the bottom, there are buttons for 'Continue Application' and 'Save and resume later'.

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

The screenshot shows a 'Select Contact Type' dialog box. The 'Type' dropdown menu is open and set to 'Contact'. A red arrow points to the 'Continue' button. Another red arrow points to the 'Type' dropdown. The dialog also has a 'Discard Changes' button.

Enter all contact information as shown below

The screenshot shows the 'Contact Information' form. All input fields are filled with example data and highlighted with red boxes. The fields include: First Name (Steve), Middle Name (blank), Last Name (Fiber), Name of Business (Steve Fiber), Country (United States), Address Line 1 (3555 N Mesa Cr), City (Mesa), State (AZ), Zip (85210), Home Phone (555-555-5555), Work Phone (555-555-5555), Mobile Phone (555-555-5555), and Fax (555-555-5555).

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Scroll down and enter e-mail address and select the continue button

Contact Information

AZ

*Zip: 85210

Home Phone: 555-555-5555 Work Phone: 555-555-5555 Mobile Phone: 555-555-5555

Fax: 555-555-5555

E-mail: **steve@berpfiar.com**

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

Continue Clear Discard Changes

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

Non-City Utilities Permit - Small Wireless Facility

1 Location & Contacts 2 Application 3 Documents 4 Review 5 Record Issuance

Step 1: Location & Contacts > Contact * indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** **Look Up**

✔ **Contact added successfully.**

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Steve DiDomenico	Cell One of AZ	Applicant	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete
Steve DiDomenico		24 Hour Emergency Contact	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete

Continue Application > **Save and resume later**

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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.

Step 2: Application > Page Information * Indicates a required field.

Detail Information

Application Name: Mesa City Haza SWF

General Description: Mesa City Haza SWF #1224567

Detailed Description: Build SWF on City of Mesa Streetlight. Trench 30' to place ground equipment and tie into Antenna

Custom Fields

SMALL WIRELESS FACILITY

- Antenna Site Number: 43639
- Antenna Site Name: MCF438963
- Carrier Customer for this location: Cell One of AZ
- Antenna Site Address: ever Rd, Mesa, AZ 85211
- Does this site require an RF exposure assessment?: No
- Licensed Radio Service (Please include call sign(s)): WUQ1256
- Height above ground of the lowest point of the antenna (in meters): 30 Meters
- Antenna Type(s) model number & dimensions: Trifunctional, 21456, 2' x 2'
- Proposing Unlicensed Frequencies (LAA or LTE-U): No
- Operating Frequencies: 1500 Mhz

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

Site Deactivation Contact: Joe Smith

Proposed site RF power in Watts (Maximum RF power into each antenna/technology RMSI): 20 Watts

Proposed Term of Site License: 10 Years

Billing Information: Contact Information Here

GENERAL

Type of Equipment: Aerial Strand-Mounted Microcell Equipment

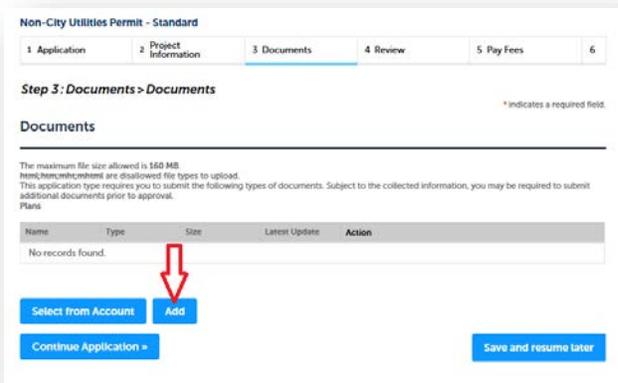
Continue Application

Save and resume later

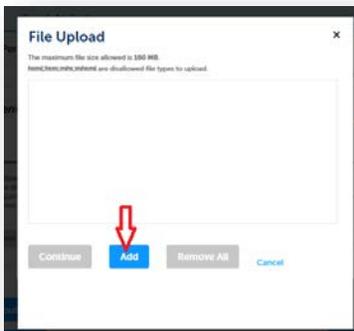
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3. Documents: Select add button to add a document maximum size of 160 MB.



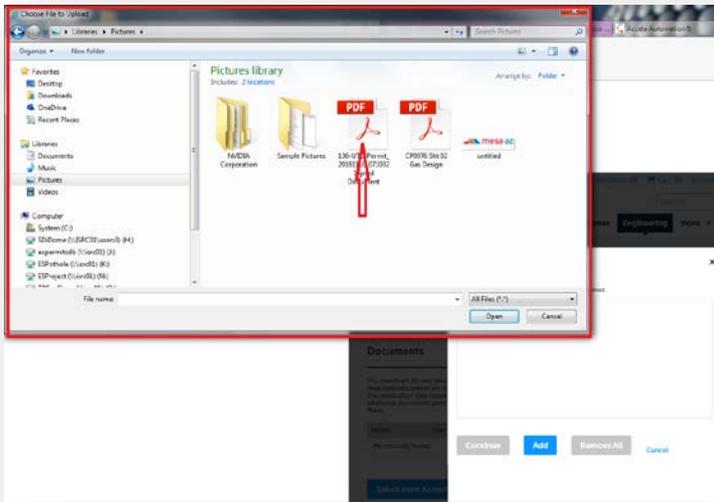
The file upload box opens select "Add"



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

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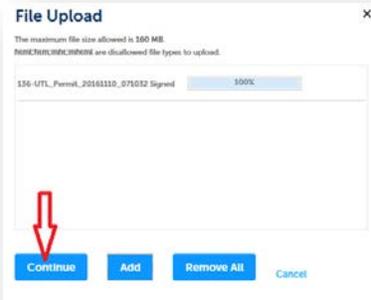
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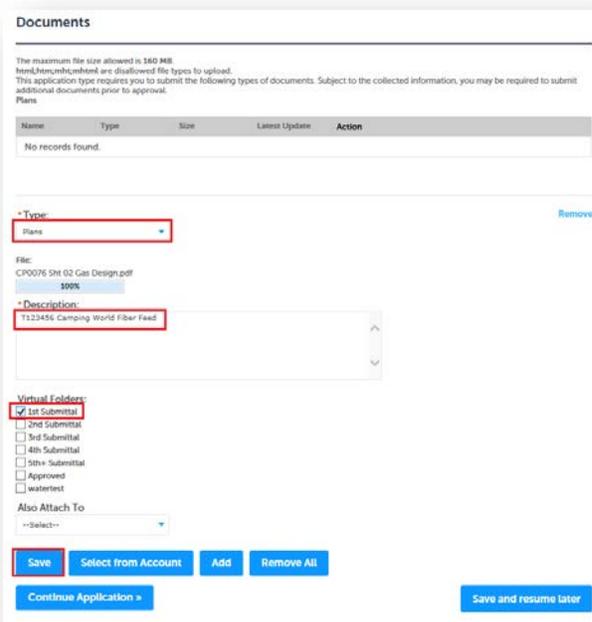
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The add file upload box opens select the continue button



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.



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The attachment successfully upload box is displayed and you can now select the continue application button.

The screenshot shows a green success message box at the top: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below this is a progress bar with six steps: 1 Application, 2 Project Information, 3 Documents (highlighted), 4 Review, 5 Pay Fees, and 6. The main heading is "Step 3: Documents > Documents". A table lists documents with columns for Name, Type, Size, Latest Update, and Action. One document is listed: "136-UTL_Permit_20161110_071032 Signed Document.pdf" with a size of 67.59 KB and a latest update of 11/29/2016. Below the table are buttons for "Select from Account", "Add", "Continue Application >", and "Save and resume later". A red arrow points to the "Continue Application >" button.

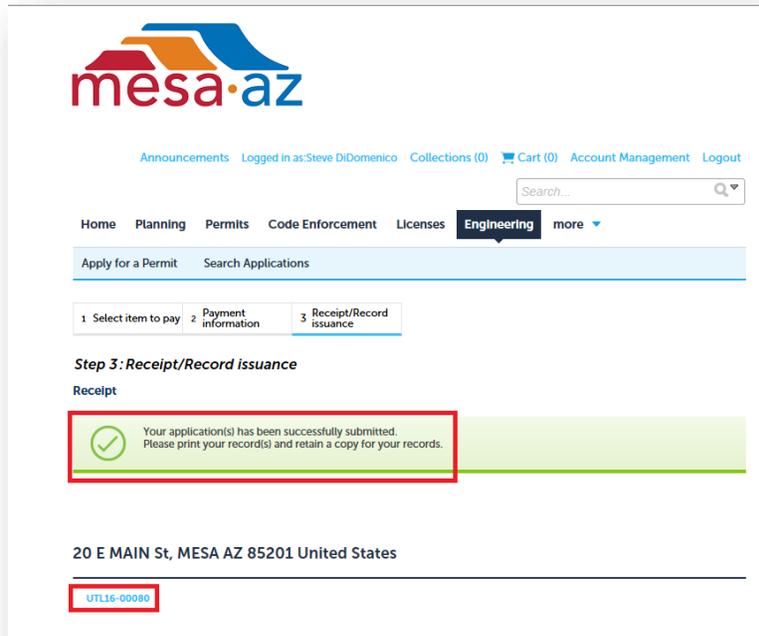
4. Review: document page is displayed after reviewing the information for accuracy and edit anything that needs updated. NOTE: After your application is submitted you will not be able to make any changes to the record. Read and if you agree with the information select the certification check box and select the continue application button.

The screenshot shows the "Review" step of the application. It includes a "GENERAL" section with an "Inspection Area" of 1. Below this is a "Documents" section with a table listing documents. One document is listed: "mmply JPC.jpg Wireless Site License" with a size of 134.86 KB and a latest update of 05/24/2018. Below the table is a certification statement: "I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application." There is a checkbox next to the statement, which is checked. Below the checkbox is a "Date:" field. At the bottom are buttons for "Continue Application >" and "Save and resume later". Red arrows point to the checked checkbox and the "Continue Application >" button.

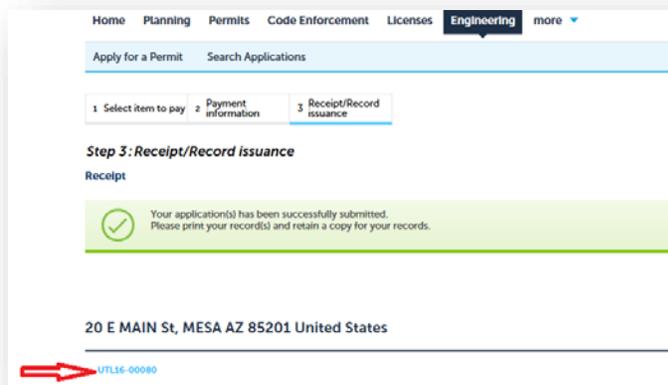
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The Application Submitted box is displayed and the new application record number is shown in blue example “UTL16-00080”



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



The record is displayed

The screenshot shows a web interface for a permit application. At the top, there are two tabs: "Apply for a Permit" and "Search Applications". Below this, the record information is displayed: "Record UTL16-00080: Non-City Utilities Permit - Standard" with a status of "Record Status: Received". To the right of the record title are two links: "Add to cart" and "Add to collection". Below the record title is a navigation bar with three tabs: "Record Info", "Payments", and "Custom Component". The "Record Info" tab is currently selected. Underneath, the "Work Location" is listed as "20 E MAIN St, MESA AZ 85201, United States".

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

This screenshot shows the same record details as the previous image, but with the "Record Info" dropdown menu open. A red arrow points to the "Record Info" tab. The dropdown menu contains several options: "Record Details", "Processing Status", "Related Records", "Attachments", "Inspections", and "Valuation Calculator". The "Attachments" option is highlighted with a red box. The background of the page shows a map of the work location area, with labels for "Cactus National Monument" and "Organ Pip".

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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.

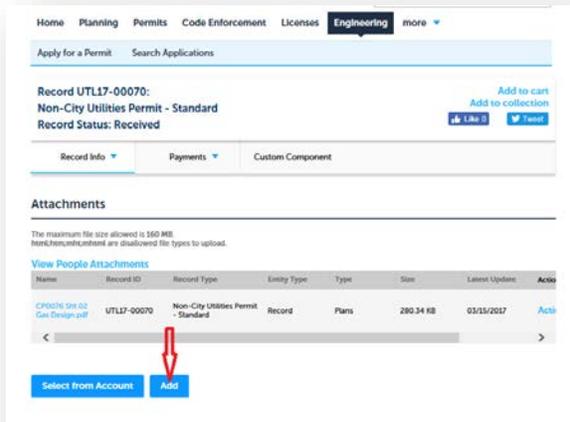


FIG A



PAVEMENT CUT APPLICATION

Project name: _____

Project address: _____

Applicant: _____

Applicant address: _____ 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 newer than two years old.)

Mesa City Code requires all pavement cut activities to have an approved permit and be restored in accordance with City standards and specifications (Mesa Standard Detail M-19.04.3). Title 9, Chapter 1 of the Mesa City Code requires a pavement restoration fee for cutting pavement that is newer than five years old. A four-tier pavement cut rate structure is based on pavement age and size of cut. Pavement cuts include potholes, pavement damage, trenching, etc.

In addition to the pavement restoration fees, pavement cuts within the first year 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 collectors and residential streets. However, for one pothole per permit, the requirement to mill and overlay the street shall not apply, and the pavement restoration fee for that pothole will be waived.

Pavement age for city streets is found at the "pavement cut restrictions interactive map" site, located at <http://mesaz.gov/maps/>. Pavement age is required to complete the chart on the following page.

Pavement Cut Fee Table:

Pavement Age < 12 months (0-1 years)		
Cut Size < 200 SY	> 200 SY	
Fee \$1,400 + \$20/SY	\$1,800 + \$18/SY	
For cuts within the first year, the fee is in addition to the mill and overlay.		
Pavement Age 12 months - 24 months (1-2 years)		
Cut Size < 200 SY	> 200 SY	
Fee \$1,400 + \$20/SY	\$1,800 + \$18/SY	
Pavement Age 24 months - 36 months (2-3 years)		
Cut Size < 200 SY	> 200 SY	
Fee \$1,300 + \$15/SY	\$1,300 + \$14/SY	
Pavement Age 36 months - 60 months (3-5 years)		
Cut Size < 200 SY	> 200 SY	
Fee \$1,000 + \$10/SY	\$1,000 + \$8/SY	

Pavement removal (0 - 1 years old)	Square yards:	Pavement cut fee:
** For cuts within the first year, the fee is in addition to the mill and overlay.		
Pavement removal (1 - 2 years old)	Square yards:	Pavement cut fee:
Pavement removal (2-3 years old)	Square yards:	Pavement cut fee:
Pavement removal (3-5 years old)	Square yards:	Pavement cut fee:
Pavement removal (5+ years old)	Square yards:	Pavement cut fee does not apply (\$0):

Include a 24" x 36" formatted civil plan sheet showing location, type of work to be performed, and mill and overlay limits. Permits will not be processed without the required civil plan sheets.

I hereby certify that these quantities are accurate.

Seal, date and signature of registered civil engineer. FOR ROW permits ONLY. Does not apply to Utility Permits.	Print name & date:
---	--------------------

For City Use:

Pavement Age: _____ Classification: Arterial Collector Residential

Pavement Cut Fee: _____

Notes:

Approved with Conditions or Denied: _____
 Authorized by: _____
 Date: _____

2