Planning & Zoning Application

THE PLANNING & ZONING APPLICATION IS THE FORMAL APPLICATION TO THE PLANNING & ZONING BOARD. THE PLANNING & ZONING BOARD WILL HEAR REQUESTS FOR SITE PLAN REVIEW/MODIFICATIONS, REZONING A PROPERTY, GENERAL PLAN AMENDMENTS, PRELIMINARY PLATS, COUNCIL USE PERMITS, AND SPECIAL USE PERMITS WHEN ASSOCIATED WITH A SITE PLAN REVIEW.

YOU MAY SUBMIT TO THE PLANNING & ZONING BOARD AND THE DESIGN REVIEW BOARD CONCURRENTLY. HOWEVER, YOU WILL NEED TO SUBMIT TWO SEPARATE APPLICATIONS, ONE FOR PLANNING & ZONING AND ONE FOR DESIGN REVIEW. WHEN YOU SUBMIT FOR DESIGN REVIEW, YOU WILL BE GIVEN THE OPTION TO INDICATE YOU ARE SUBMITTING THE TWO APPLICATIONS CONCURRENTLY AND A REDUCED FEE WILL BE ASSESSED FOR DESIGN REVIEW. PLEASE REFER TO THE DESIGN REVIEW APPLICATION GUIDE TO FOR MORE INFORMATION.

A pre-submittal meeting is required before you may submit for a Planning & Zoning application. If you have not had a pre-submittal conference, please refer to the Pre-Submittal Guide for more information on how to schedule a pre-submittal conference.

If you need to stop and resume the application later, please select “Save and resume later” at the bottom of the page. The application will show up under the Work in Progress box on your Dashboard. Do not hit the back button without clicking “Save and resume later”.

1. Creating the Application

STEP 1 – Navigate to https://aca.accela.com/mesa. From this main page, login to your account. If you do not have an account, please refer to the instructions for “Setting up an Account”. Once you have logged in you will be brought to the Dashboard page.
STEP 2 – Select “Create” at the top.

STEP 3 – Under the “Create” dropdown, select “Submit a Planning Application”.

STEP 4 – Read the disclaimer and check the box “I have read and accepted the above terms” followed by selecting “Continue Application”.

Hover over “Create” to see the dropdown options
STEP 5 – You will be prompted to choose a Planning Application type. There is a list of the Planning Application types and what each request includes. For this guide, please select “Planning and Zoning” at the bottom of the page followed by “Continue Application”.

For assistance, or to apply for a case type not listed, please contact us at (480) 644-2385

- Administrative Review
- Annexation
- Board of Adjustment
- Design Review
- General Plan Amendment – Major
- Planning and Zoning
- Pre-Application
- Pre-Submittal
- Subdivision

Check this box

Then select “Continue Application”
2. Location & People

**STEP 6** – Input address or parcel number. You are not required to fill out both. Once you have entered an address or parcel number, the remaining fields will populate.
STEP 7 – Once you have completed the “Address” or “Parcel” fields, select “Search”. A box labeled Address Search Result List will open prompting you to select the correct address.

*If you find that the Address Search Result List comes up with no results, try leaving the “City”, “State” and “Zip” fields empty or use the parcel number.

STEP 8 – Select the address that fits closest to the address to your property. You may see the same address listed more than once, simply select one of the addresses as the results will be the same. Once you have
selected an address, the **Address Search Result List** box will update with **Associated Parcels** and **Associated Owners**. Verify the new fields are correct and click “Select”.

*You may notice that the property owner has not been updated. If that is the case, do not worry, you will have the option to add the correct property owner in the next step.

**STEP 9** – Once you have confirmed the selected address, parcel, and owners, all the fields will automatically fill in. Once all required fields have been filled out, select “Continue Application”.

* If you have additional parcels, you may add them under the **Additional Parcel Numbers** section of this page.
**STEP 10** – On the Contact List page, click “Select from Account”.

All fields will automatically be filled out.
STEP 11 – A box labeled Select Contact from Account will open. Select “Associated Contact” and select “Continue”.

STEP 12 – Under the “Type” dropdown, select “Applicant” and check the mailing address and select “Continue”.

STEP 13 – For Property Owner, please select “Add New”.
**You may repeat the following steps to include additional contacts.**

**STEP 14** – Select “Property Owner” under the *Type* dropdown and select “Continue”.

**STEP 15** – Fill the required fields under *Contact Information* and select “Continue”.

**STEP 16** – Once you have a green check mark next to *Applicant* and *Property Owner*, select “Continue Application”.

Confirm the green checkmarks before continuing.
3. Application Information

**STEP 17** – Fill the *Project Name* and *Description of Work* fields. The *Description of Work* does not need to be extensive, 1-2 sentences will suffice.

![Detail Information](image)

**STEP 18** – Select a *Request Type*. You have the option to select multiple *Request Types*.

![Request Types](image)

If you are unsure what *Request Type* to select, please refer back to your Pre-Submittal Report. If you have additional questions, please all the Planning Office at (480)644-4273.

**STEP 19** – Please fill out any fields under *Site Data* and *Parking Summary* that may apply to your request. You are only required to fill out the fields with a red asterisk however, the more information you can provide, the better.

**STEP 20** – Select “Continue Application”.
4. Attachments

**STEP 21** – Select “Add”. Please refer to the Document Submittal Requirements link for information on how to format submitted documents.

**STEP 22** – Select “Add” under the File Upload window.

**STEP 23** – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.
STEP 24 – For each document, select a document “Type” in the dropdown and fill in the “Description” field.

*Please submit all pages associated with a Required Document Type as one PDF

**The application will not be completed until there is a document associated with the Required Document Types below:

- Citizen Participation Plan
- Project Narrative
- Site Plan
- Floor Plans
- Landscape Plan
- Building Elevations
• Preliminary Grading, Drainage, and Utility Plans
• Property Owner Agreement
• Please review our Planning and Zoning Procedure Overview for additional information

**STEP 25** – Once all required documents have been uploaded, select “Save” then “Continue Application”.

5. Review

**STEP 26** – Confirm all the information provided is correct and select “Continue Application”.

6. Pay Fees

**STEP 27** – Confirm associated fees are correct and select “Check Out”.

*Fees will be assessed based on the request type and number of acres. Please refer to the fee schedule on the Development Services home page for a list of Planning Service Fees.

**STEP 28** – Select “Checkout” to pay immediately or select “Continue Shopping” to be brought to the Home page. Select “Continue Shopping” if you would like to submit a Design Review application and pay the fees at one time.