A PRE-APPLICATION IS THE FIRST STEP BEFORE SUBMITTING A FORMAL BOARD OF ADJUSTMENT APPLICATION. THIS IS A ONE-ON-ONE MEETING WITH A PLANNER WHO WILL EVALUATE YOUR REQUEST AND WILL GIVE YOU RECOMMENDATIONS FOR GOING FORWARD WITH YOUR PROJECT.

*A pre-application is different from a pre-submittal. If you are unsure which you should apply for, please contact the Planning Department at (480)644-4273 or planning.info@mesaaz.gov

BOARD OF ADJUSTMENT PRE-APPLICATION TYPES:

**Variance:** A variance may be requested in order for the Board of Adjustment to consider a modification to the Zoning Ordinance development standards, such as building setbacks. Variances shall not authorize a prohibited land use in a zoning district.

**Special Use Permit:** A Special Use Permit may be required for some uses in certain zoning districts. Special Use Permits require the hearing body to determine the use is appropriate in that given location. Special Use Permits may also be submitted as a part of the Planning & Zoning application when submitted with a Site Plan Review.

**Substantial Conformance Improvement Permit (SCIP):** A SCIP may be requested for consideration of modifications to the Zoning Ordinance standards to incentivize additions or modifications to existing development. The goal is for non-conforming properties to become incrementally closer in conformance with current development standards in a manner proportionate to the degree of change taking place.

**Development Incentive Permit:** A DIP may be requested for consideration of modifications to the Zoning Ordinance development standards, such as building setbacks, or minimum parking requirements, to incentivize development on vacant, by-passed parcels.

**Modification of a PAD:** A minor modification of an existing Planned Area Development can sometimes be considered by the Board of Adjustment.

**Interpretation:** A request for an appeal of an interpretation made by the Zoning Administrator is heard by the Board of Adjustment.

**Cell Tower:** A request for a Special Use Permit for a proposed Cell Tower.

*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” first.
1. Creating the Application

**STEP 1** – Navigate to [https://aca.accela.com/mesa](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.

![Dashboard page](image)

**STEP 2** – Select “Create” at the top.

![Create dropdown](image)

**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”.
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 “Pre-Application” at the bottom of the page followed by “Continue Application”. Then select “Continue Application”.

Check this box

I have read and accepted the above terms.
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 – Once you have a green check mark next to Applicant, select “Continue Application”.
3. Application Information

**STEP 14** – Select a Pre-Application type from the *Board of Adjustment Pre-Application Type* dropdown.

Please review our *Board of Adjustment Process Overview* for additional information.

**STEP 15** – Select a *Use* type from the dropdown.

**STEP 16** – Select “Continue Application”.

4. Review

**STEP 17** – Confirm all the information provided is correct and select “Continue Application”.

5. Pay Fees

**STEP 18** – Confirm associated fees are correct and select “Check Out”.

*No fees will be assessed for residential requests.*
STEP 19 – Once you have paid any required fees, you will receive a notification that your application has been successfully submitted and you will receive a PRA record number.

STEP 20 – Select the PRA number to be brought to the Record page.

4. Attachments

STEP 21 – Under the Record Info dropdown, select “Attachments”. You will be brought to page to upload any relevant documents.
STEP 22 – Select “Add” at the bottom of the page.

STEP 23 – Select “Add” under File Upload window.

STEP 24 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.
STEP 25 – For each document uploaded, fill in the “Description” field.

STEP 26 – Select “Save”

*The application will be considered incomplete until a Project Narrative has been uploaded. The Project Narrative should be a short description of your proposed request to better inform the Planner you will be meeting with.

7. Schedule a Meeting

Once you have completed your application, you will be contacted within 1-2 business days with a meeting date and time. Pre-application meetings are held Tuesday mornings and Thursday afternoons. If you have not been contacted within a week of your application submission, please call the Planning Department at (480)644-4273.