

# Pre-Application

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](mailto: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.

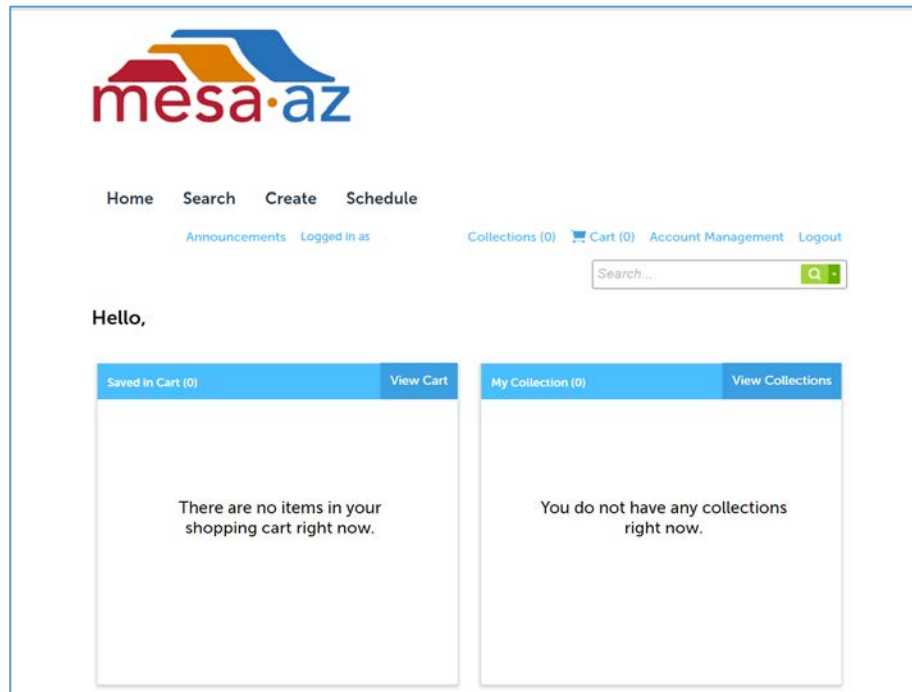
**Interpretation:** A request for an appeal of an interpretation made by the Zoning Administrator is heard by the Board of Adjustment.

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

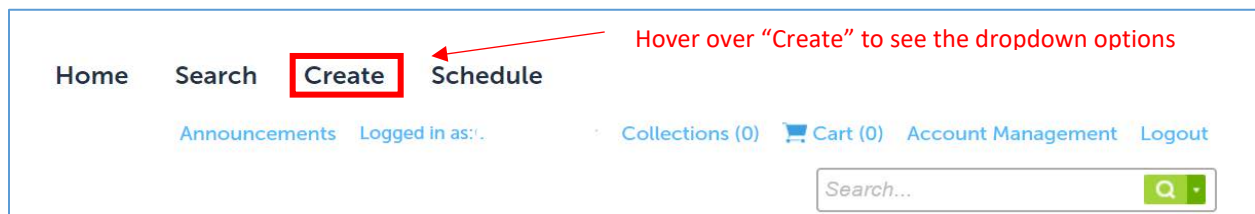
**\*If you need to stop and resume the application later, please select "Save and resume later" at the bottom of the page. The application will show up under the *Work in Progress* box on your *Dashboard*. **Do not hit the back button without clicking "Save and resume later" first.****

# 1. Creating the Application

**STEP 1** – Navigate to <https://aca.accela.com/mesa>. 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”.

**Online Planning Application Submittal**

Welcome to the City of Mesa's Online Planning System. Using this system you can submit your application, pay fees, schedule pre-application meeting, track the status of your application, and print your final case decision all from the convenience of your home or office, 24 hours a day.

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. ← Check this box


← Then select "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".

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

## 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.

Search... 

**Planning and Zoning**

1 Location & People	2 Application Information	3 Attachments	4 Review	5 Pay Fees	6
---------------------	---------------------------	---------------	----------	------------	---

**Step 1: Location & People > Location**

[Show Map](#)

\* Indicates a required field.

---

**Address**

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\* Street No.:     Direction:     \* Street Name:     Street Type:


Unit Type:     Unit No.:

City:     State:     Zip:

---

**Parcel**

\* Parcel Number:  

OR

### Address

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\* Street No.:  Direction:  \* Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

### Parcel

\* Parcel Number:

**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.

City: MESA State: AZ Zip:

### Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

Custom Lists

**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.

The screenshot displays the 'Address Search Result List' window. It is divided into three main sections: 'Addresses', 'Associated Parcels', and 'Associated Owners'. The 'Addresses' section shows three entries for '55 N CENTER ST MESA, AZ 85201'. The 'Associated Parcels' section shows one entry for parcel number '13837005'. The 'Associated Owners' section shows one entry for 'MESA CITY OF'. A red box highlights the 'Associated Owners' section and the 'Select' button. Red arrows point from a text box to the 'Associated Owners' section, indicating that information will be populated based on address information.

**Address Search Result List**

**Addresses**

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837005	4	1019	MESA

**Associated Owners**

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	20 E MAIN ST STE 650 PO BOX 1466 MESA AZ 85211

No records found.

Information will populate based on address information

**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.

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\* Street No.:  Direction:  \* Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

---

**Parcel**

\* Parcel Number:

---

**Custom Lists**

**ADDITIONAL PARCEL NUMBERS**

Showing 0-0 of 0

Parcel Number
No records found.

---

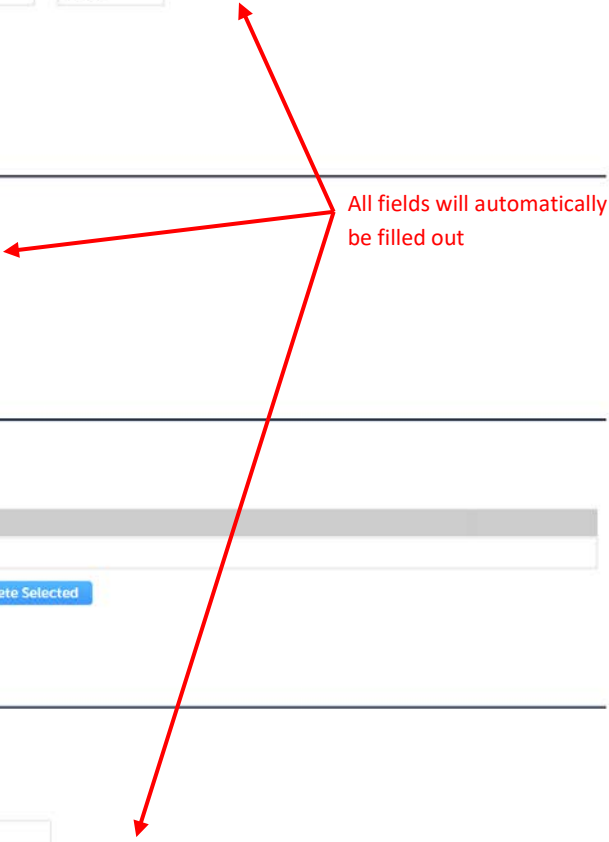
**Owner**

Owner Name:

Address Line 1:

Address Line 2:

City:  State:  Zip:



**STEP 10** – On the *Contact List* page, click “Select from Account”.





Required Contact Type	Minimum
Applicant	1
<a href="#">Select from Account</a>	<a href="#">Add New</a>
<a href="#">Look Up</a>	

### 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.

#### Additional Information

---

**GENERAL**  
Please fill out the fields that are applicable to the type of request.

\* Board of Adjustment Pre-Application Type: Variance

\* Use: Single Residence

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

#### Additional Information

---

**GENERAL**  
Please fill out the fields that are applicable to the type of request.

\* Board of Adjustment Pre-Application Type: Variance

\* Use: Single Residence

If you are unsure what *Pre-Application Type* or *Use Type* to select, please refer to the beginning of this guide for a description of each type. If you have additional questions, please contact the Planning Department at (480)644-4273 or [Planning.Info@mesaaz.gov](mailto:Planning.Info@mesaaz.gov).

**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”.

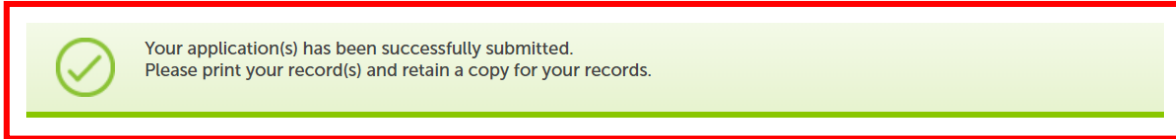
\*No fees will be assessed for residential requests.

**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 3: Receipt/Record issuance**

**\*\*Not All invoices may be displayed\*\***

Receipt

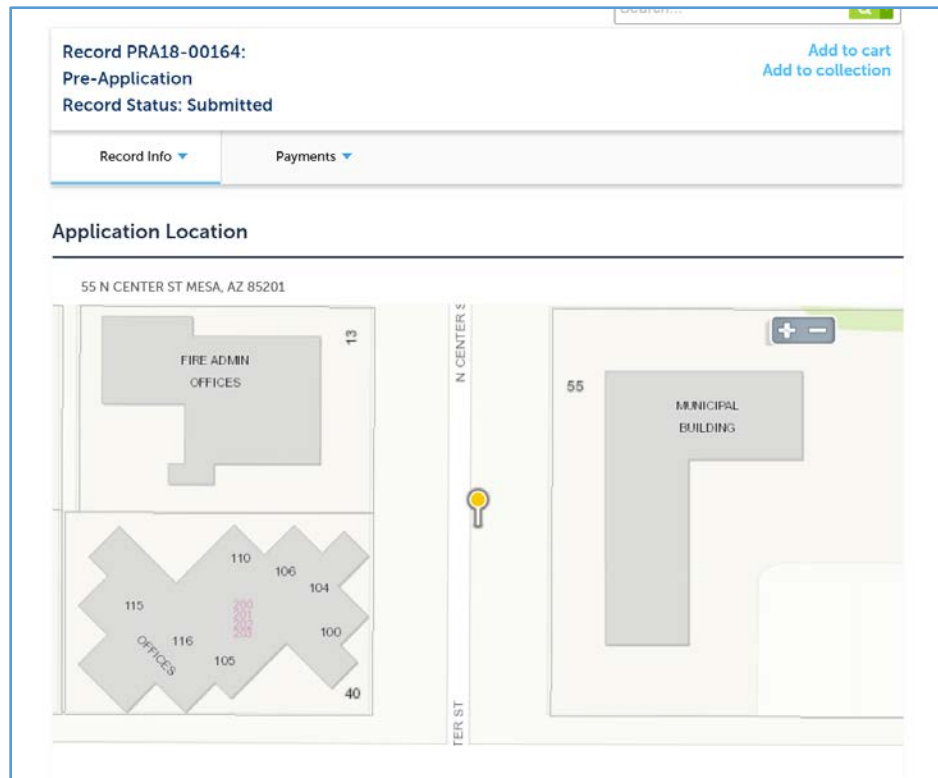


55 N CENTER ST MESA, AZ 85201

PRA18-00164

[Copy Record](#)

**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.

Record PRA18-00164:  
Pre-Application  
Record Status: Submitted

Add to cart  
Add to collection

Record Info ▼      Payments ▼

### Attachments

If you are attaching anything related to a Resubmittal or Corrections Needed, you *must attach those in the Attachments section of the record itself*. In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in Account Management is NOT automatically attached to a record.

[Document Submittal Requirements](#)

The maximum file size allowed is 160 MB.  
The following file types are NOT allowed: html;htm;mht;mhtml .

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
No records found.							

Add

**STEP 22** – Select “Add” at the bottom of the page.

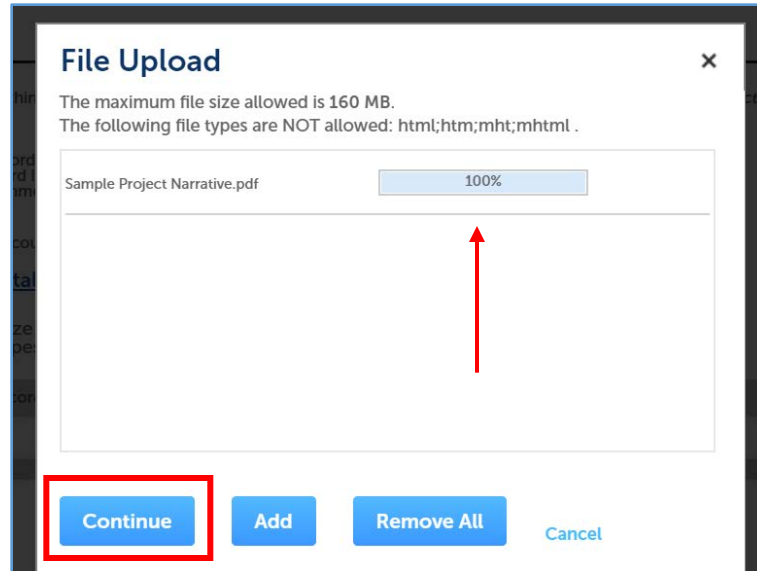
**STEP 23** – Select “Add” under *File Upload* window.

### File Upload

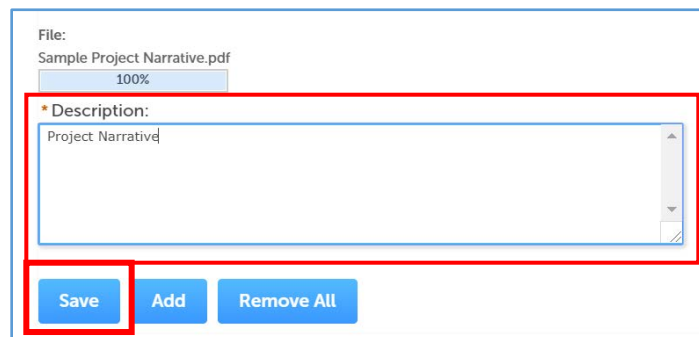
The maximum file size allowed is 160 MB.  
The following file types are NOT allowed: html;htm;mht;mhtml .

Continue    **Add**    Remove All    Cancel

**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.