Annexation Application

THE ANNEXATION PROCESS IS INITIATED BY PROPERTY OWNERS WHO WISH TO BECOME PART OF THE CITY OF MESA. THE CITY OF MESA EVALUATES ANNEXATION REQUESTS TO ENSURE THAT THE PROPERTY WOULD MEET CITY DEVELOPMENT STANDARDS AND BE A POSITIVE ADDITION TO THE COMMUNITY.

A pre-submittal meeting is required before you may submit a Annexation application. If you have not had a pre-submittal conference, please refer to our Pre-Submittal Guidelines 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”.

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 “Annexation” at the bottom of the page followed by “Continue Application”.

See image for visual instructions.
2. Location & People

**STEP 6** – Input *Parcel Number*. You are not required to fill out the *Address* or *Owner*. Once you have entered the parcel number, the remaining fields will populate.

**STEP 7** – Once you have completed the “Parcel Number” field, select “Search”. A box labeled *Parcel Search Result List* will open prompting you to select the correct address.
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”.

![Select from Account](image)

STEP 11 – A box labeled Select Contact from Account will open. Select “Associated Contact” and select “Continue”.

![Select Contact from Account](image)

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

![Select Contact from Account](image)
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.

STEP 18 – Fill out “Pre-Submittal Record ID” and “Total Existing Lots” fields under Site Data. Fill out any remaining fields under Site Data that may apply to your request.

STEP 20 – Select “Continue Application”.

If you do not have a Pre-Submittal Record ID, please apply for a Pre-Submittal first. If you have additional questions, please contact the Planning Office at (480)644-4273 or Planning.Info@MesaAz.gov
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:
- City Council Report
- City Overview Map
- Annexation Petition
- Ordinance
- Certificate of Mayor
- Certification of Map
- Drawings
- Legal Description
- Project Narrative
- Course of Action Statement
- Property Owner Agreement

**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 an additional application and pay the fees at one time.