

# 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.

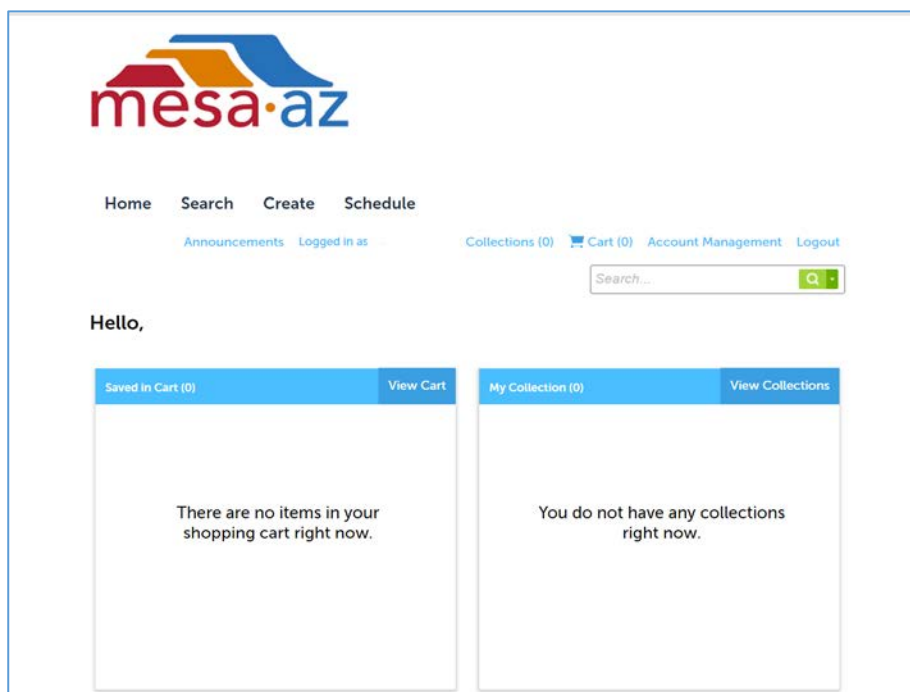
**A pre-submittal meeting is required before you may submit a Annexation application. If you have not had a pre-submittal conference, please refer to our *Pre-Submittal Guidelines* for more information on how to schedule a pre-submittal conference.**

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”.**

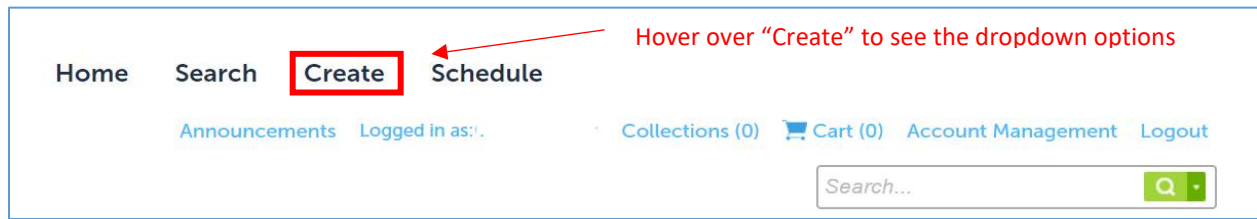
## 1. Creating the Application

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**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.

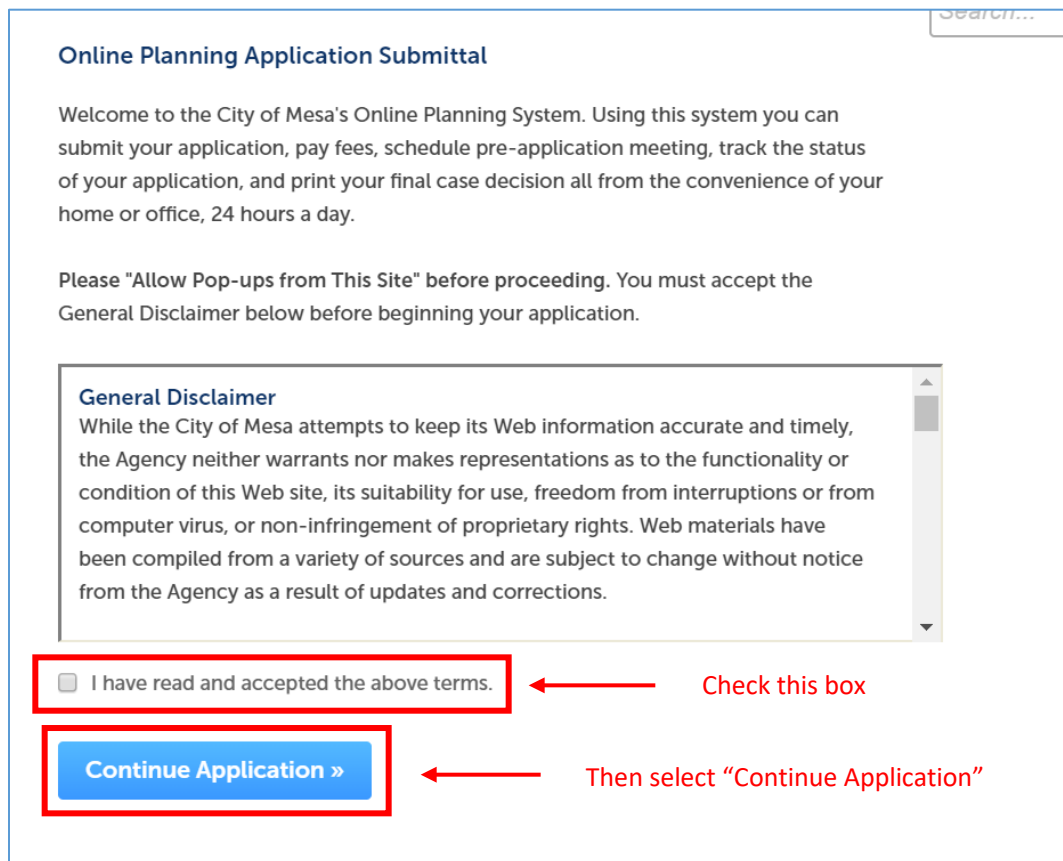


**STEP 2** – Select “Create” at the top.



**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”.

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

**Continue Application »**

## 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.

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:

**Search** **Clear**

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### Parcel

\*Parcel Number:  ?

**Search** **Clear**

**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.

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 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

Select Cancel

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.

Street Name: Direction: Street Name: Street Type:

### 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

Select Cancel

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:

**Search** **Clear**

---

**Parcel**

\* Parcel Number:

**Search** **Clear**

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**Custom Lists**

**ADDITIONAL PARCEL NUMBERS**

Showing 0-0 of 0

Parcel Number
No records found.

**Add a Row** **Edit Selected** **Delete Selected**

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**Owner**

Owner Name:

Address Line 1:



Address Line 2:

City:  State:  Zip:

**Search** **Clear**

**Continue Application »** **Save and resume later**

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

Required Contact Type	Minimum
 Applicant	1
 Property Owner	1

Showing 0-0 of 0

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

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

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[REDACTED]
<input type="radio"/> Associated Owner		MESA CITY OF

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

### Select Contact from Account

\* Type: Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

Address Type	Recipient	Address
<input checked="" type="checkbox"/> Mailing		

**STEP 13** – For *Property Owner*, please select “Add New”.

Required Contact Type Minimum

- ✓ Applicant 1
- ⚠ Property Owner 1

Select from Account **Add New** Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		Applicant				Edit Delete

\*You may repeat the following steps to include additional contacts.

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

Select Contact Type

\*Type: Property Owner

Continue Discard Changes

**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”.

Required Contact Type Minimum

- ✓ Applicant 1
- ✓ Property Owner 1

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
		Applicant				Edit Delete
MESA CITY OF	MESA CITY OF	Property Owner				Edit Delete

Continue Application » Save and resume later

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**

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Please provide the Project Name and a detailed description of the proposed project below.

\* Project Name:

\* Description of Work:



**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.

**Site Data**

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

\* Pre-Submittal Record ID:

General Vicinity:

Gross Site Size (acres):

\* Total Existing Lots:

Existing Units:

Number of Businesses:

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](mailto:Planning.Info@MesaAz.gov)

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



## 4. Attachments

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

### Attachment

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[Document Submittal Requirements](#) - Please read before submitting plans.

The maximum file size allowed is 160 MB.  
 The following file types are NOT allowed: html;htm;mht;mhtml .  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to application acceptance and/or approval.

Citizen Participation Plan, Project Narrative

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Select from Account
Add

Continue Application »
Save and resume later

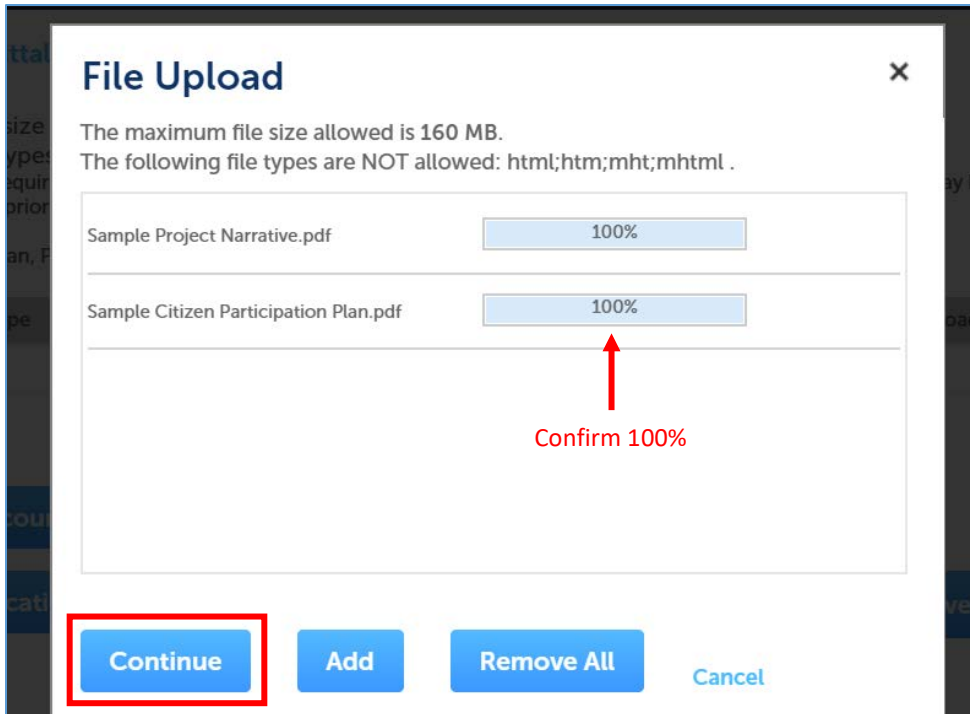
**STEP 22** – Select “Add” under the *File Upload* window.

### 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 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.

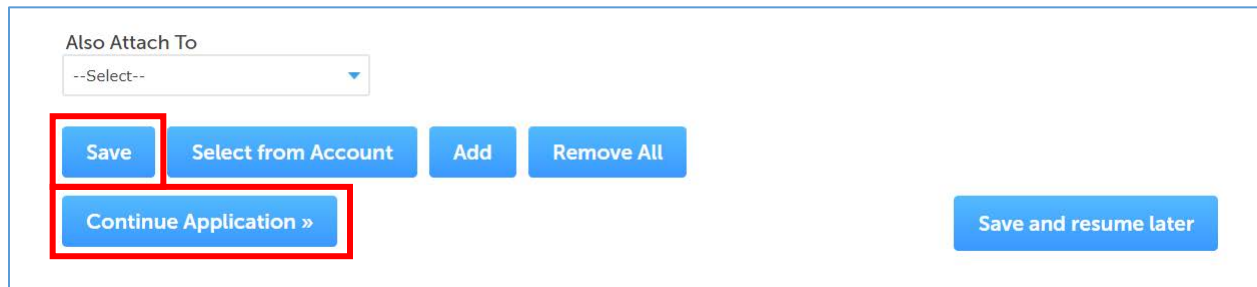
\*Please submit all pages associated with a *Required Document Type* as one PDF

\*\*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”.



The screenshot shows a web interface with the following elements:

- A dropdown menu labeled "Also Attach To" with "--Select--" as the selected option.
- A row of four blue buttons: "Save", "Select from Account", "Add", and "Remove All". The "Save" button is highlighted with a red box.
- A row of two blue buttons: "Continue Application »" and "Save and resume later". The "Continue Application »" button is highlighted with a red box.

## 5. Review

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

## 6. Pay Fees

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**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.