

Subdivision Application

SUBDIVIDING PROPERTY IS THE PROCESS OF CREATING SMALLER TRACTS OUT OF LARGER TRACTS. A SUBDIVISION APPLICATION CAN INCLUDE REQUESTS FOR THE FOLLOWING:

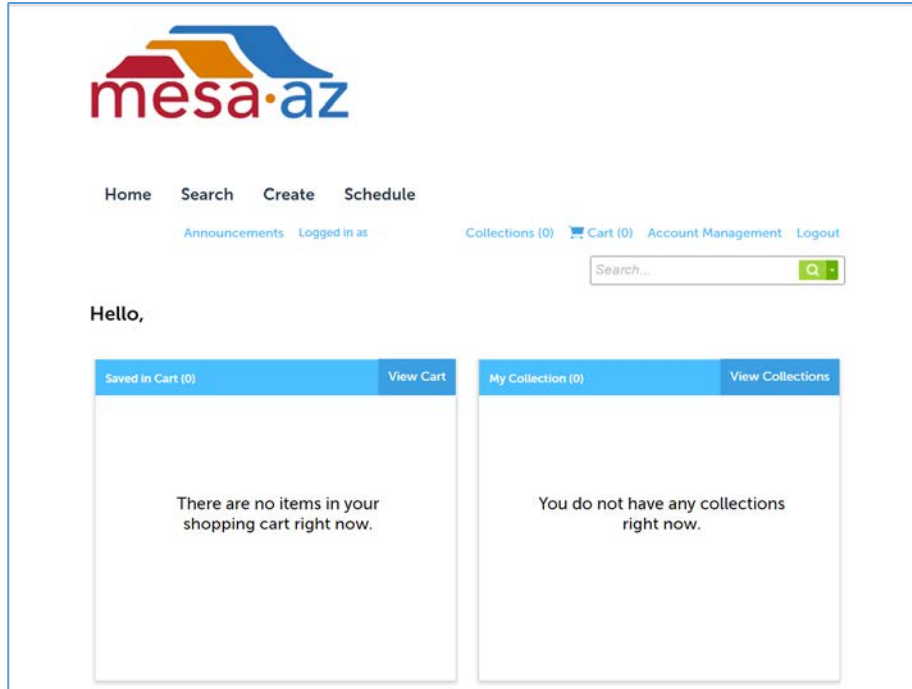
1. FINAL PLAT
2. MAP OF DEDICATION (MOD)
3. RE-PLAT
4. SUBDIVISION TECHNICAL REVIEW.

PRELIMINARY PLATS (PRE-PLATS) ARE SUBMITTED UNDER THE PLANNING & ZONING APPLICATION.

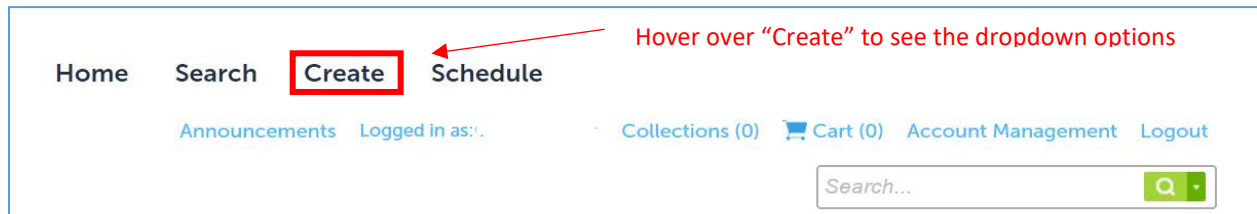
If you need to stop and resume the application later, please select “Save and resume later” at the bottom of the page. The application will show up under the *Work in Progress* box on your *Dashboard*. **Do not hit the back button without clicking “Save and resume later”.**

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”.

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 "Subdivision" 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.

Q

Planning and Zoning

1 Location & People	2 Application Information	3 Attachments	4 Review	5 Pay Fees	6
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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.: <input type="text" value="55"/>	Direction: <input type="text" value="N"/>	* Street Name: <input type="text" value="Center"/>	Street Type: <input type="text" value="ST"/>
Unit Type: <input type="text" value="--Select--"/>	Unit No.: <input type="text"/>		
City: <input type="text" value="Mesa"/>	State: <input type="text" value="AZ"/>	Zip: <input type="text" value="85211"/>	

Search Clear

Parcel

*** Parcel Number:** ?

Search Clear

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:

Search **Clear**

Parcel

* Parcel Number: 

Search **Clear**

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

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.

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, with the second one selected. The 'Associated Parcels' section shows one entry with 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 Parcels' and 'Associated Owners' sections, 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.

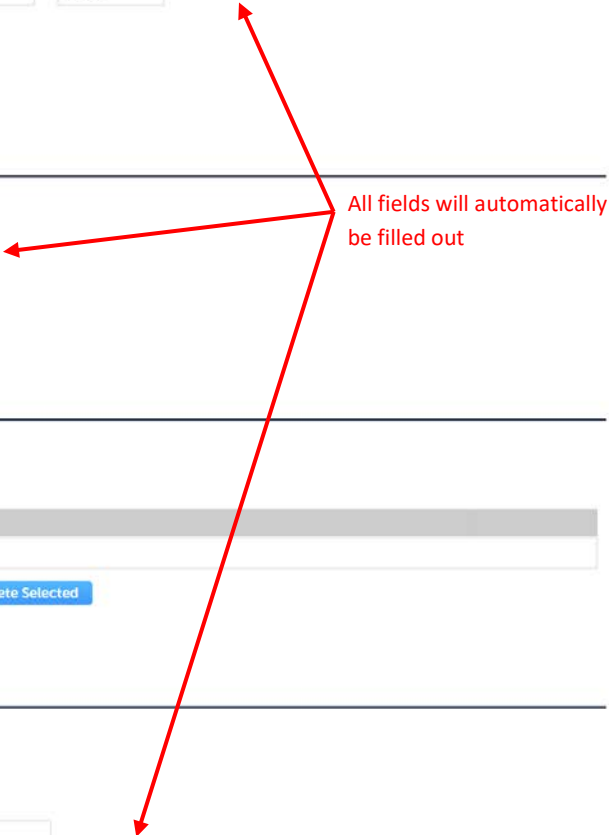
Owner

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
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

<input type="checkbox"/>	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

3. Planning 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

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

* Project Name:

* Description of Work:
 This is a short description of what you are proposing to do.



STEP 18 – Select an *Application Type* from the dropdown.

Site Data

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

* Application Type: (\$)

* Total New Lots, Tracts, Parcels: (\$)

If you are unsure what *Application Type* to select, please contact the Planning Office at (480)644-4273 or Planning.Info@Mesa.Az.gov

STEP 19 – Fill the *Total New Lots, Tracts, Parcels* field. This will not be existing number of lots but the new proposed number of lots.

Site Data

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

* Application Type: (\$)

* Total New Lots, Tracts, Parcels: (\$)

STEP 20 – Fill out remaining fields for *Unit Data* that may apply to your request.

STEP 21 - Select “Continue Application”.

STEP 22 – Fill out *Pre Plat Name* field with the name of the previously approved preliminary plat and any additional fields for *Plat Information* that may apply.

Plat Information

PPT/FPL (STR)
Please fill out the fields that are applicable to the type of request.

Pre Plat Lot Yield:

Final Plat Lot Yield:

Final Plat Sheets:

*** Pre Plat Name:**

Final Plat Name:

STEP 23 – Select “Continue Application”.

4. Attachments

Please review our [Subdivision Technical Review Checklist](#) for additional information.

STEP 24 – Select “Add”. Please refer to the Document Submittal Requirements link for information on how to format submitted documents.

Attachment

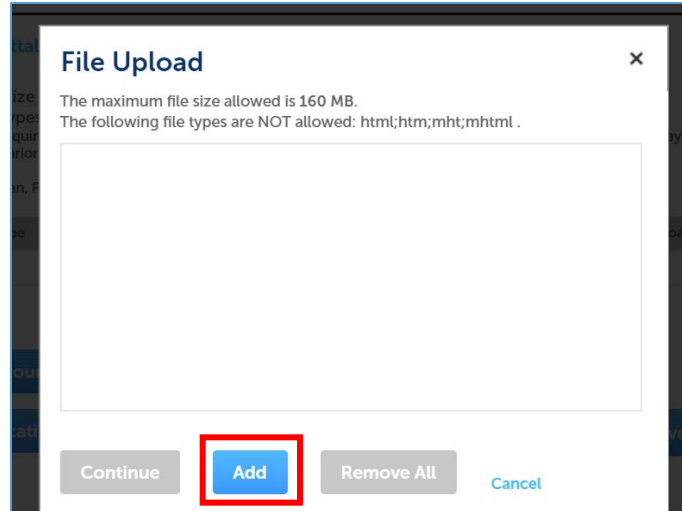
[Document Submittal Requirements](#) - Please read before submitting plans.

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.

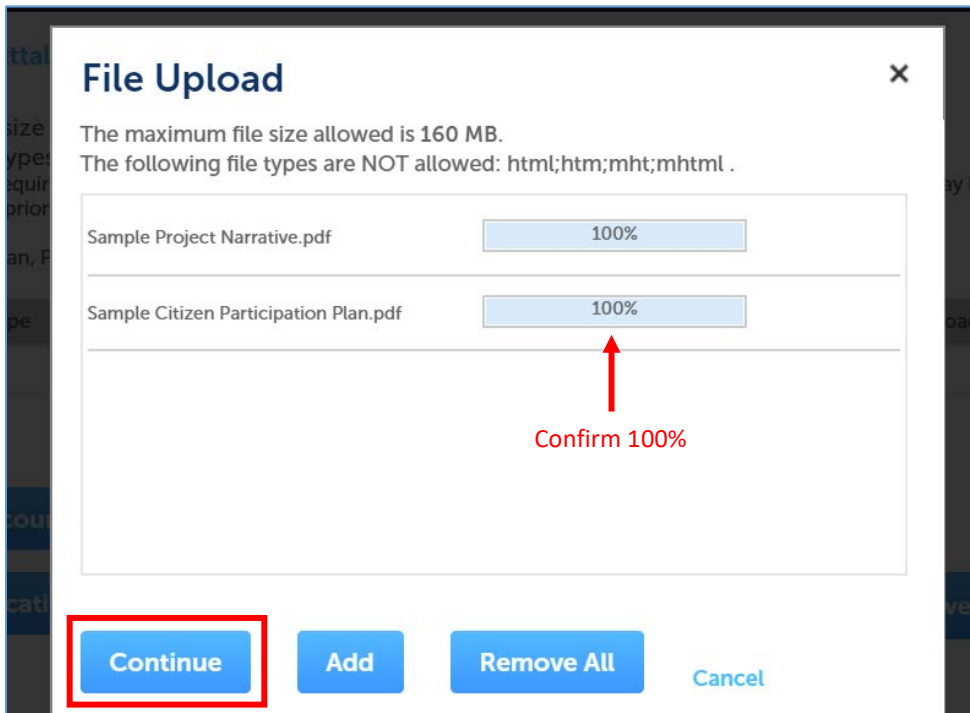
Citizen Participation Plan, Project Narrative

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

STEP 25 – Select “Add” under the *File Upload* window.



STEP 26 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.



STEP 27 – For each document, select a document “Type” in the dropdown and fill in the “Description” field.

* Type:
Project Narrative

File:
Sample Project Narrative.pdf
100%

* Description:
Project Narrative

Also Attach To
--Select--

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

STEP 28 – Once all documents have been uploaded, select “Save” then “Continue Application”.

Also Attach To
--Select--

Save Select from Account Add Remove All

Continue Application » Save and resume later

5. Review

STEP 29 – Confirm all the information provided is correct and select “Continue Application”.

6. Pay Fees

STEP 30 – Confirm associated fees are correct and select “Check Out”.

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

STEP 31 – Select “Checkout” to pay immediately or select “Continue Shopping” to be brought to the *Home* page.