Review & Submit Documents

AFTER YOU HAVE SUBMITTED A PLANNING APPLICATION, YOU MAY BE REQUIRED TO SUBMIT REVISIONS OR REVIEW COMMENTS MADE BY CITY OF MESA STAFF. THIS GUIDE WILL ALLOW YOU TO NAVIGATE THE WEBSITE TO UPLOAD NEW DOCUMENTS AS WELL AS REVIEW REDLINED DOCUMENTS.

1. Finding Your Records

STEP 1 – Navigate to https://aca.accela.com/mesa. From this main page, login to your account. Once you have logged in you will be brought to the Dashboard page.

STEP 2 – Select “Home” at the top.
STEP 3 – Under the “Home” dropdown, select “My Records”.

STEP 4 – You will be brought to a page with a list of all submitted and unsubmitted applications. Applications that have not been submitted will have a temporary Record Number (TMP), highlighted in red. Finalized applications will have a Record Number, highlighted in green.

STEP 5 – Click the Record Number you would like to view.
STEP 6 – You will be brought to a page that has information on your Record including the Application Location and Record Details.

2. Viewing Documents

STEP 7 – Select the Record Info dropdown and click “Attachments”.

Record ZON18-00106:
Planning and Zoning
Record Status: In Review

Attachments
STEP 8 – You will be brought a page that has a list of all documents associated with the Record. Both documents uploaded by you or City of Mesa staff will be visible.

![Record ZON18-00106: Planning and Zoning Record Status: In Review](image)

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Record ID</th>
<th>Record Type</th>
<th>Entity Type</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Property Owner Agreement</td>
<td>ZON18-00106</td>
<td>Planning and Zoning</td>
<td>Record</td>
<td>Other</td>
<td>34.16 KB</td>
<td>02/13/2018</td>
<td>Active</td>
</tr>
<tr>
<td>Sample Building Elevations.pdf</td>
<td>ZON18-00106</td>
<td>Planning and Zoning</td>
<td>Record</td>
<td>Building Elevations</td>
<td>34.38 KB</td>
<td>02/13/2018</td>
<td>Active</td>
</tr>
<tr>
<td>Sample Preliminary Grading, Drainage, Utility Plan.pdf</td>
<td>ZON18-00106</td>
<td>Planning and Zoning</td>
<td>Record</td>
<td>Preliminary Grading Drainage and Utility Plan</td>
<td>34.28 KB</td>
<td>02/13/2018</td>
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<tr>
<td>Sample Citizen Participation Plan.pdf</td>
<td>ZON18-00106</td>
<td>Planning and Zoning</td>
<td>Record</td>
<td>Citizen Participation Plan</td>
<td>33.43 KB</td>
<td>02/13/2018</td>
<td>Active</td>
</tr>
<tr>
<td>Sample Floor Plans.pdf</td>
<td>ZON18-00106</td>
<td>Planning and Zoning</td>
<td>Record</td>
<td>Floor Plans</td>
<td>32.90 KB</td>
<td>02/13/2018</td>
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</tr>
</tbody>
</table>

**STEP 9** – Click on the document Name to download and review the document.
3. Uploading Documents

**STEP 10** – At the bottom of the page, select the “Add” button.
STEP 11 – Select “Add” under File Upload window.

STEP 12 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.

STEP 13 – At the bottom of the page, select a document type from the “Type” dropdown and fill in the “Description” field.
STEP 14 – Select “Save”

STEP 15 – You will receive a message alerting you of a successful upload and all newly uploaded documents should show up in the list of attachments.