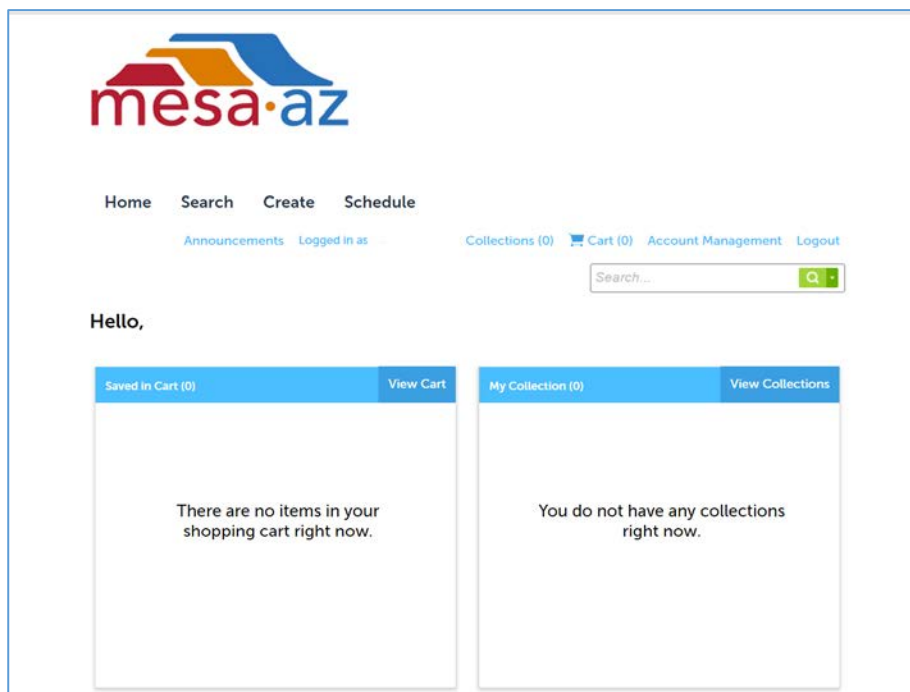


Review & Submit Documents

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.

Home Search Create Schedule

Announcements Logged in as: Collections (0) Cart (0) Account Management Logout

Search...

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.

▼ Planning

Showing 1-6 of 6 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status
<input type="checkbox"/>	02/27/2018	18TMP-006178	Board of Adjustment	Sample Project	55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	02/27/2018	18TMP-006171	Pre-Submittal	Sample Project	55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	02/13/2018	ZON18-00106	Planning and Zoning	Sample Project	55 N CENTER ST MESA, AZ 85201	In Review
<input type="checkbox"/>	02/13/2018	DRB18-00108	Design Review	Sample Project	55 N CENTER ST MESA, AZ 85201	In Review
<input type="checkbox"/>	12/28/2017	17TMP-016404	Pre-Application		55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	09/27/2017	17TMP-008232	Administrative Review	Sample Project	55 N CENTER ST MESA, AZ 85201	

STEP 5 – Click the *Record Number* you would like to view.

▼ Planning

Showing 1-6 of 6 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status
<input type="checkbox"/>	02/27/2018	18TMP-006178	Board of Adjustment	Sample Project	55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	02/27/2018	18TMP-006171	Pre-Submittal	Sample Project	55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	02/13/2018	ZON18-00106	Planning and Zoning	Sample Project	55 N CENTER ST MESA, AZ 85201	In Review
<input type="checkbox"/>	02/13/2018	DRB18-00108	Design Review	Sample Project	55 N CENTER ST MESA, AZ 85201	In Review
<input type="checkbox"/>	12/28/2017	17TMP-016404	Pre-Application		55 N CENTER ST MESA, AZ 85201	
<input type="checkbox"/>	09/27/2017	17TMP-008232	Administrative Review	Sample Project	55 N CENTER ST MESA, AZ 85201	

STEP 6 – You will be brought to a page that has information on your Record including the *Application Location* and *Record Details*.

The screenshot displays a web interface for Record ZON18-00106. At the top, it identifies the record as 'Record ZON18-00106: Planning and Zoning' with a status of 'In Review'. There are two buttons: 'Add to cart' and 'Add to collection'. Below this is a navigation bar with 'Record Info' and 'Payments' dropdown menus. The main section is titled 'Application Location' and shows a map of '55 N CENTER ST MESA, AZ 85201'. The map includes a street view of 'N CENTER ST' and 'TER ST'. On the left side of the map, there are several building footprints labeled 'OFFICES' with addresses 115, 116, 110, 106, 104, 100, 105, and 40. A central building footprint is highlighted in pink with addresses 200, 201, 202, and 203. On the right side, a larger building footprint is labeled 'MUNICIPAL BUILDING' with address 55. A yellow location pin is placed on the map. Below the map is a section titled 'Record Details'.

2. Viewing Documents

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

This screenshot shows a portion of the web interface, focusing on the 'Record Info' dropdown menu. The record information is repeated: 'Record ZON18-00106: Planning and Zoning' with a status of 'In Review'. The 'Record Info' dropdown is selected, and the 'Attachments' option is visible below it. The 'Payments' dropdown is also present.

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

[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	Action
Sample Property Owner Agreement.pdf	ZON18-00106	Planning and Zoning	Record	Other	34.16 KB	02/13/2018	Action
Sample Building Elevations.pdf	ZON18-00106	Planning and Zoning	Record	Building Elevations	34.38 KB	02/13/2018	Action
Sample Preliminary Grading, Drainage, Utility Plan.pdf	ZON18-00106	Planning and Zoning	Record	Preliminary Grading Drainage and Utility Plan	34.28 KB	02/13/2018	Action
Sample Citizen Participation Plan.pdf	ZON18-00106	Planning and Zoning	Record	Citizen Participation Plan	33.43 KB	02/13/2018	Action
Sample Floor Plans.pdf	ZON18-00106	Planning and Zoning	Record	Floor Plans	32.90 KB	02/13/2018	Action

< Prev | 1 | 2 | Next >

Add

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

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

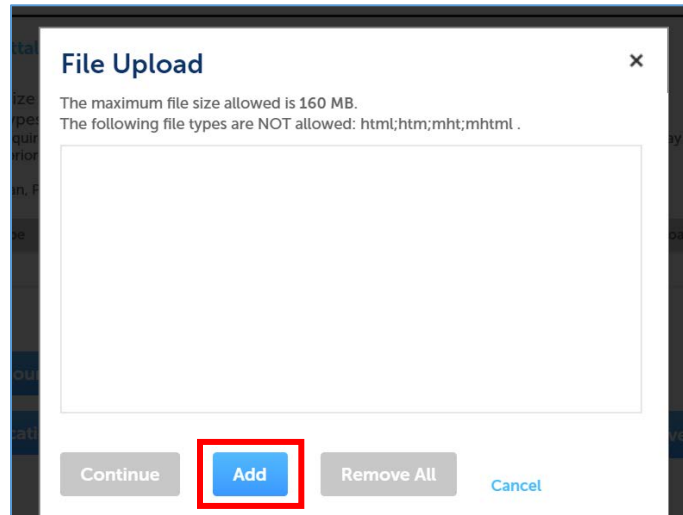
< Prev 1 2 Next >

3. Uploading Documents

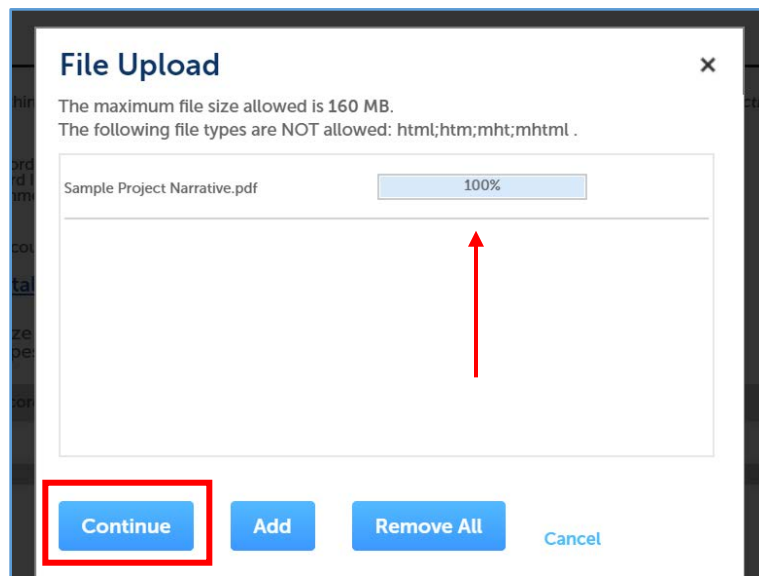
STEP 10 – At the bottom of the page, select the “Add” button.

The screenshot shows a portion of the document list table from the previous image, specifically the last two rows. Below the table is a pagination control with buttons for '< Prev', '1', '2', and 'Next >'. At the bottom of the page, a blue 'Add' button is highlighted with a red rectangular box.

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.

*Type:
Other


File:
Sample Review Comments.pdf
100%

*Description:
2nd Submittal

Save Add Remove All

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.

 **The attachment(s) has/have been successfully** uploaded.
It may take a few minutes before changes are reflected.

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