# Administrative Review Application

ADMINISTRATIVE REVIEWS ARE TYPICALLY MODIFICATIONS TO PREVIOUSLY APPROVED SITE PLANS, DESIGN REVIEW CASES, OR WORK ON PROPERTY WITHIN AN ESTABLISHED HISTORIC DISTRICT OR HISTORIC LANDMARK. ADMINISTRATIVE REVIEWS DO NOT REQUIRE A PRE-MEETING WITH STAFF HOWEVER, IF YOU HAVE QUESTIONS ABOUT YOUR REQUEST, PLEASE CONTACT (480)644-4273 OR PLANNING.INFO@MESAAZ.GOV

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" first.**

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.
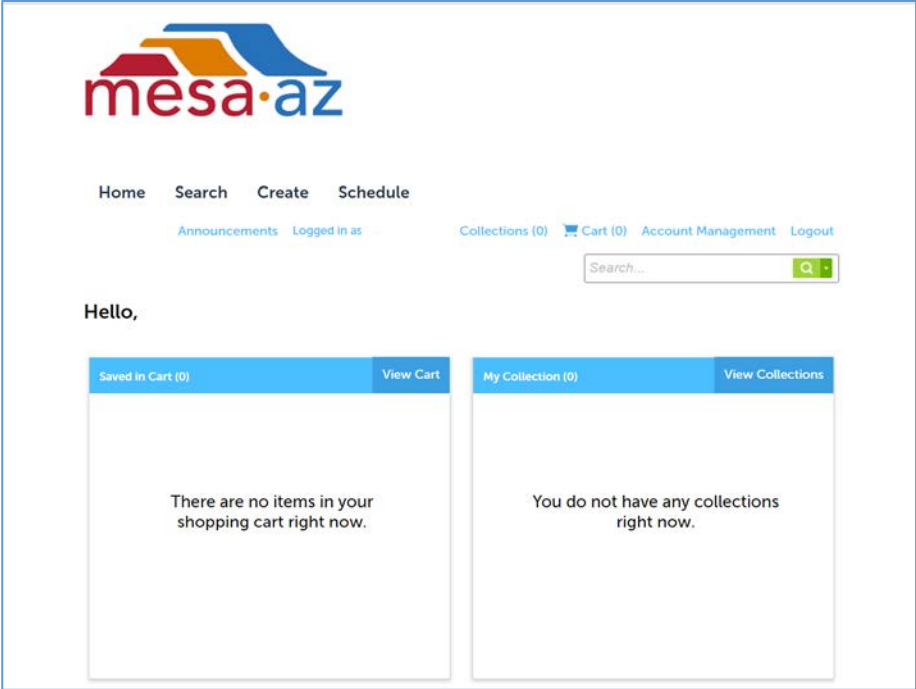
STEP 2 – Select "Create" at the top.
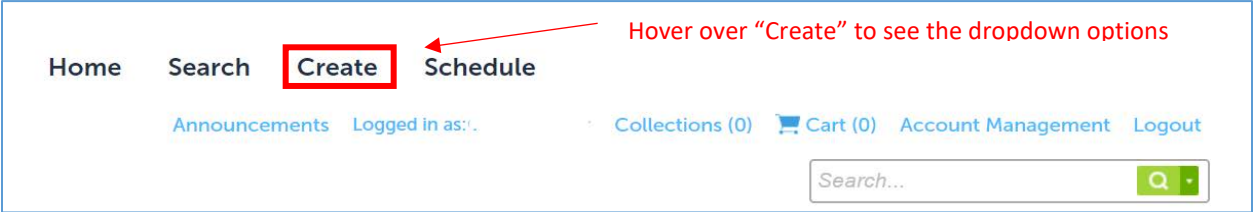
STEP 3 – Under the "Create" dropdown, select "Submit a Planning Application".

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

Continue Application » ← 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 "Administrative Review" 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 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.

OR

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.
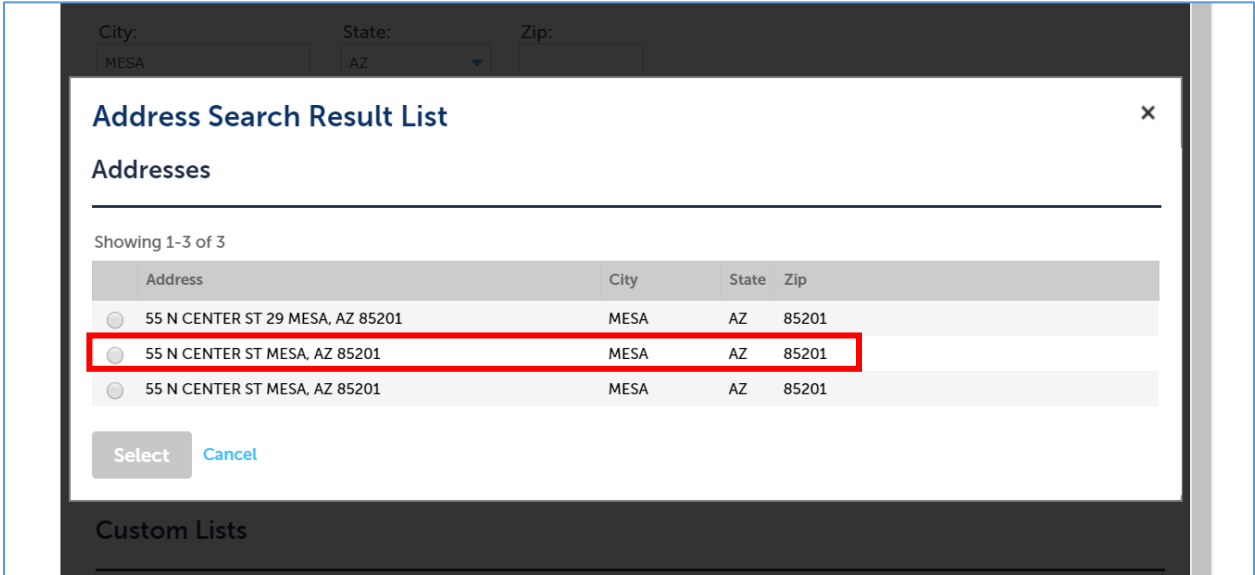
STEP 8 – Select the address that fits closest to the address to your property. You may see the same address listed more than once, simply select one of the addresses as the results will be the same. Once you have

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.

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.: 55
Direction: N
* Street Name: CENTER
Street Type: ST

Unit Type: --Select--
Unit No.:

City: MESA
State: AZ
Zip: 85201

Search   Clear

Parcel

* Parcel Number: ⓘ
13837005

Search   Clear

All fields will automatically be filled out

Custom Lists

ADDITIONAL PARCEL NUMBERS

Showing 0-0 of 0

Parcel Number
No records found.

Add a Row ▾   Edit Selected   Delete Selected

Owner

Owner Name: ⓘ
MESA CITY OF

Address Line 1:
20 E MAIN ST STE 650

Address Line 2:
PO BOX 1466

City: MESA
State: AZ
Zip: 85211

Search   Clear

Continue Application »   Save and resume later
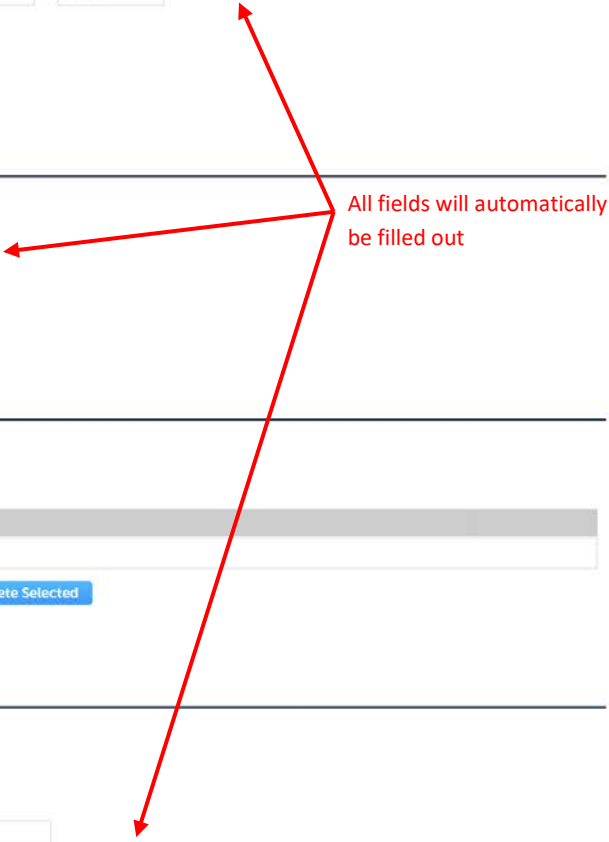
STEP 10 – On the *Contact List* page, click "Select from Account".

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

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

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".

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:

Sample Project

* Description of Work:

This is a short description of what you are proposing to do.

STEP 18 – Select a *Request Type* and a *Sub Process Type* from the dropdown*.*

Request Types

REQUEST TYPES

* Request Type:

Design Review

* Sub process type:

Change to Building eleva

> For a full list of request types and associated sub-process types, please refer to the *Request Types* section below. If you are unsure which request type to select, please contact the Planning Office at (480)644-4273 or Planning.Info@MesaAz.gov.

STEP 19 – Please fill out any fields under *General Site Data* and *Landscape* that may apply to your request. You are only required to fill out the fields with a red asterisk however, the more information you can provide, the better.

STEP 20 – Select "Continue Application".

STEP 21 – The following two pages allow for additional *Custom Fields* that may apply to your request. Please fill out any fields that relate to your request and select "Continue Application".

4. Attachments

STEP 21 – 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.							

[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
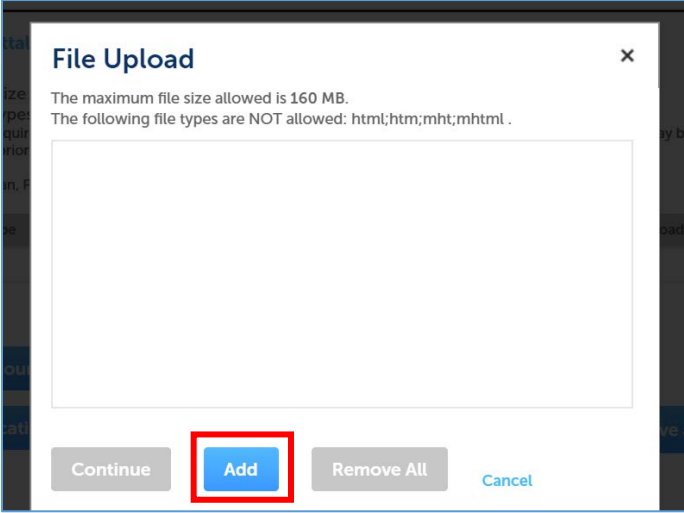
STEP 23 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select "Continue".
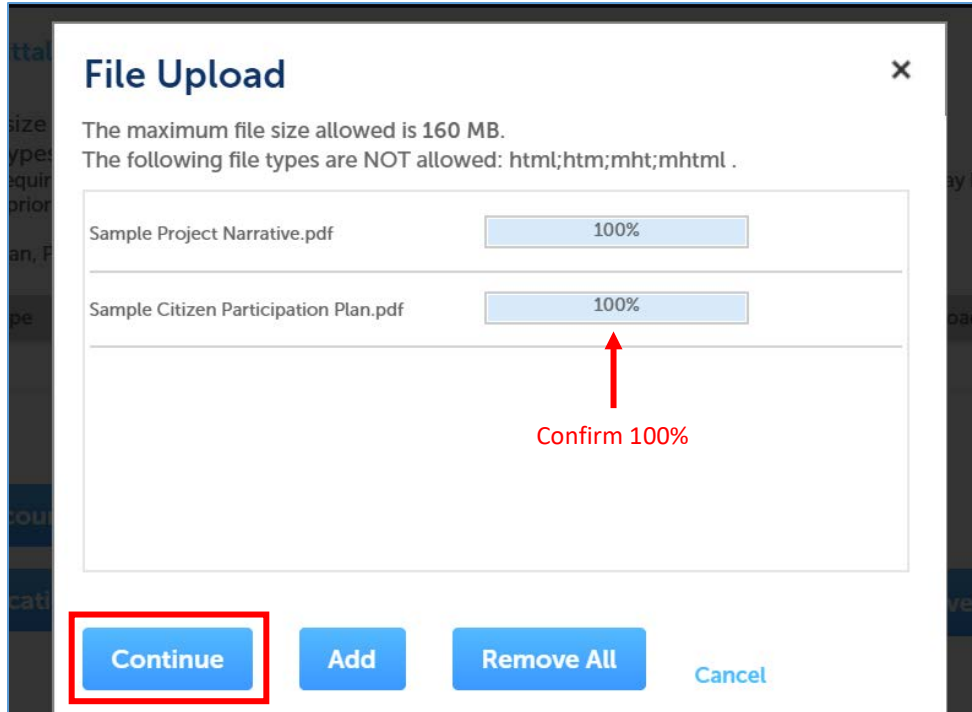
STEP 24 – For each document, select a document "Type" in the dropdown and fill in the "Description" field.

*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:

- Project Narrative
- Additional documents will be required based on the type of request
- Please review our Administrative Review Guidelines for additional information

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".

   STEP 28 – Select "Checkout" to pay immediately or select "Continue Shopping" to be brought to the *Home* page.

Request Types

Board of Adjustment/Zoning Administrator

- Addition to or modification of cell towers
- Addition to or modification of sign plan
- Amendment of SCIP
- Amendment of DIP
- Administrative Extension
- Alternative Landscaping
- Alternative Parking
- Temporary Use Permit
- Shared parking
- A-frame sign
- Other

Desert Uplands Development Standards

- Native Plant Preservation Plan (NPPP)
- Other

Design Review

- Change of design or sign guidelines
- Change of landscape design
- Change of textures
- Change of building elevations
- Change of colors
- Change of materials
- Change of plant palette
- Other

Development Unit Plan

- Amendment to DUP
- DUP
- Other

Form Based Code/Zoning Clearance

- Opt-in form
- Zoning Verification Letter
- Other

Historic Preservation

- Certificate of appropriation
- Demo permit
- Section 106 review

Land Division

- Amendment to lot layout/street system
- Land split
- Lot combo
- Pre plat extension

Medical Marijuana

- Cultivation
- Dispensary

Product Approval

- Amendment/Addition to approved product
- New attached product
- New detached product
- Other

Subdivision

- Addition to or modification of amenity package
- Affidavit of change/correction
- Amendment to lot layout/street system
- Change to wall design or entry feature
- Other

Wireless Communication Facility

- Modification to existing
- New by right
- Other

Zoning/Site Plan

- Change to density (dwellings per net acre)
- Change to footprint or orientation of buildings
- Change to height of buildings or stories
- Land use change
- Modification to PAD – *PAD modifications typically require review by the Planning & Zoning Board, please contact the Planning Office for more information.*
- Site Plan Change
- Other