

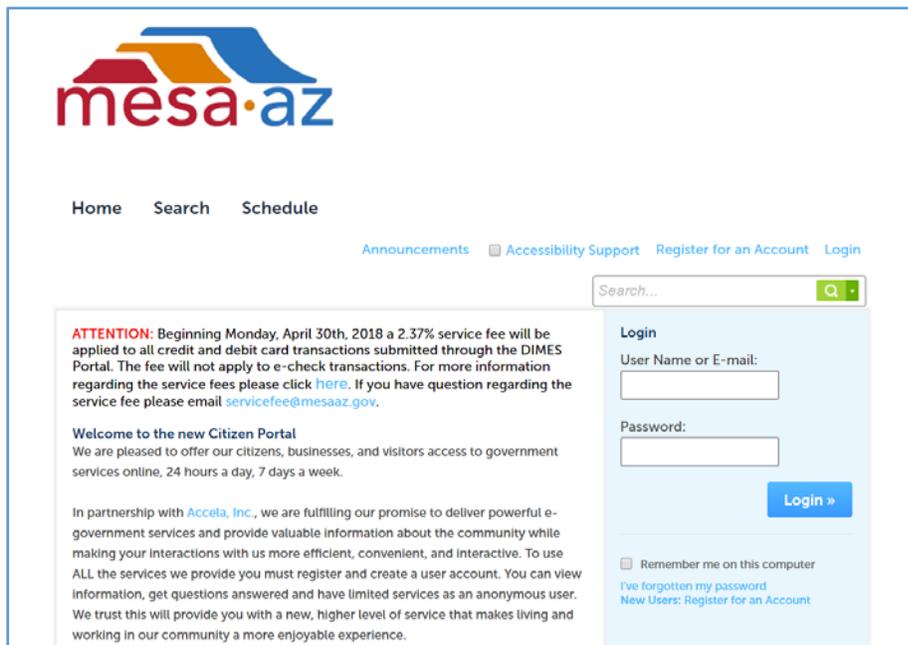
Research Cases Submitted After June 2017

IF YOU HAVE RECEIVED A NOTIFICATION LETTER ALERTING YOU OF A NEW PLANNING & ZONING REQUEST, HAVE SEEN A SIGN ON A SITE, OR FOUND THE RECORD NUMBER THROUGH OUR WEBSITE, YOU MAY USE THIS GUIDE TO RESEARCH THE PROPOSED CASE AND VIEW ALL ASSOCIATED DOCUMENTS. USE THIS GUIDE TO FIND ANY CASES THAT START WITH THREE LETTERS AND THE YEAR (EX. ZON17, DRB18, BOA19, ETC).

If you are researching a site that has already been built, please refer to the “Planning & Zoning Board Interactive Map” guide to find the record number.

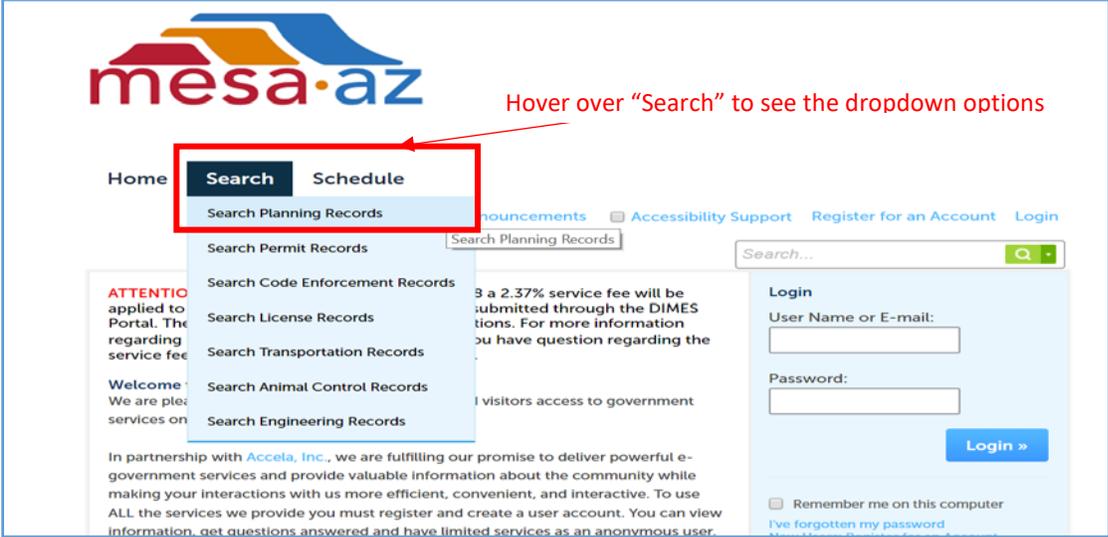
1. Finding the Records

STEP 1 – Navigate to <https://aca.accela.com/mesa>. You may create an account or log in to an existing account however, it is not necessary to view cases.



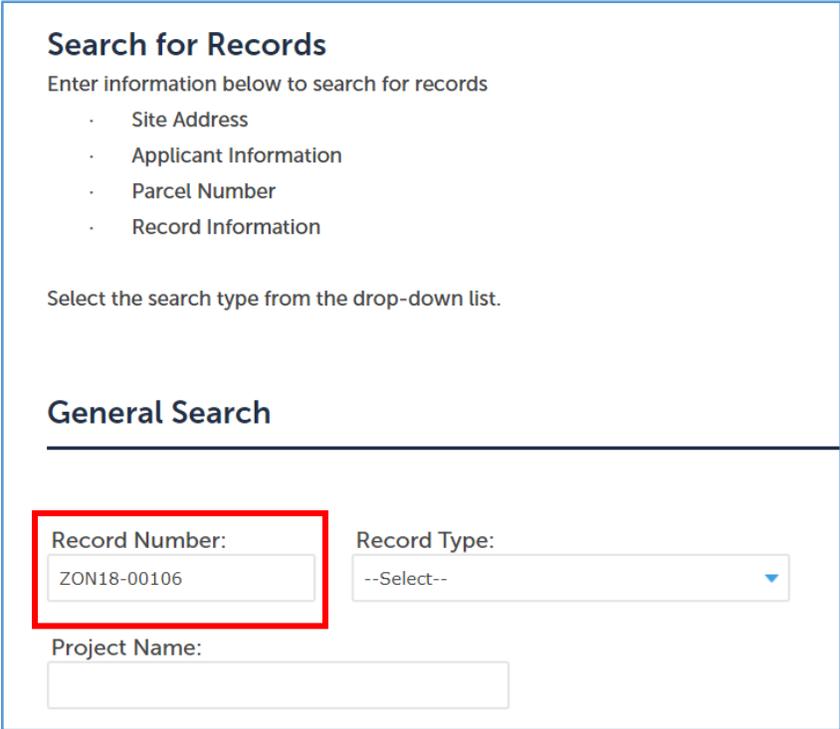
The screenshot shows the Mesa, AZ Accela website. At the top left is the Mesa, AZ logo. Below it are navigation links: Home, Search, and Schedule. To the right of these are links for Announcements, Accessibility Support, Register for an Account, and Login. A search bar is located in the top right corner. Below the search bar is a login section with fields for User Name or E-mail and Password, and a Login button. There is also a checkbox for "Remember me on this computer" and links for "I've forgotten my password" and "New Users: Register for an Account". On the left side of the page, there is an attention notice about a 2.37% service fee starting on Monday, April 30th, 2018, and a welcome message to the new Citizen Portal.

STEP 2 – Select “Search” at the top.



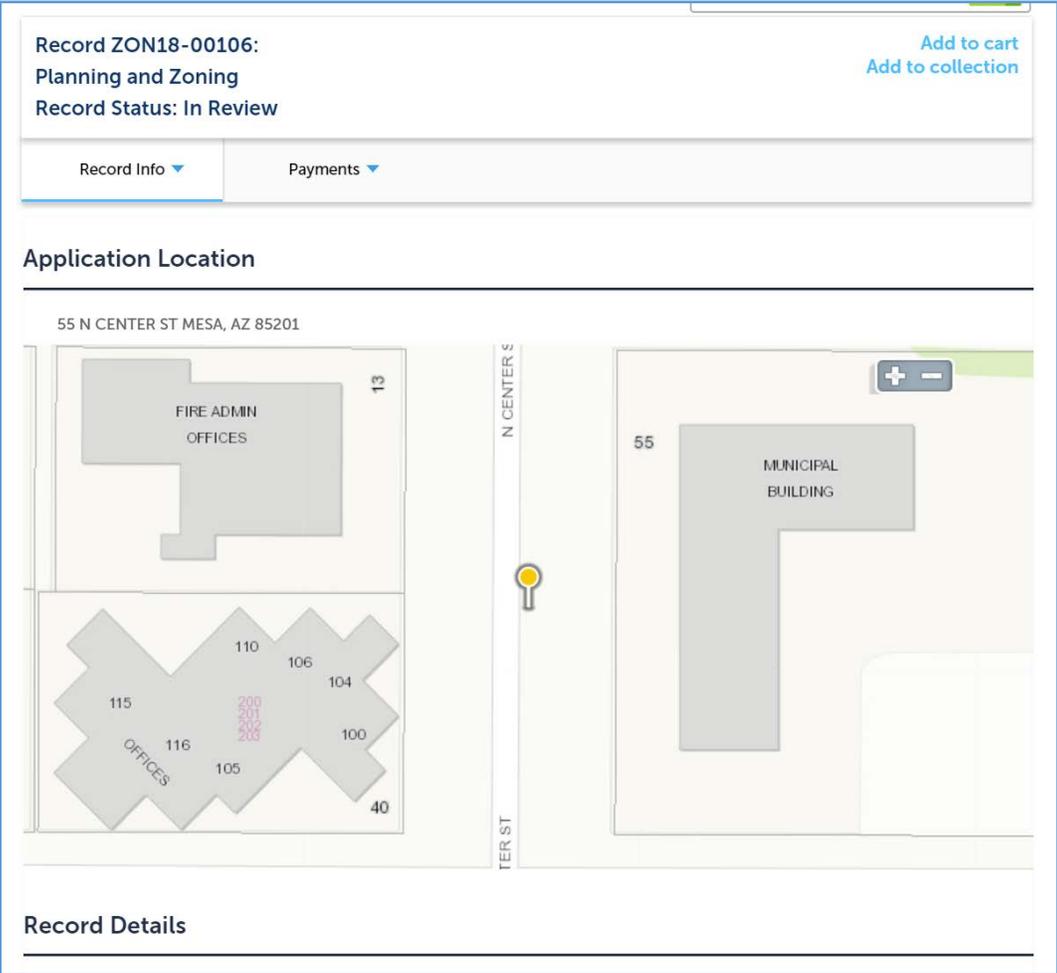
STEP 3 – Under the “Search” dropdown, select “Search Planning Records”.

STEP 4 – You will be brought to a page with several search fields. You may look up a specific address, the project name, or input the record number. Type in the Record Number (ex. ZON17-00106) in the Record Number field.



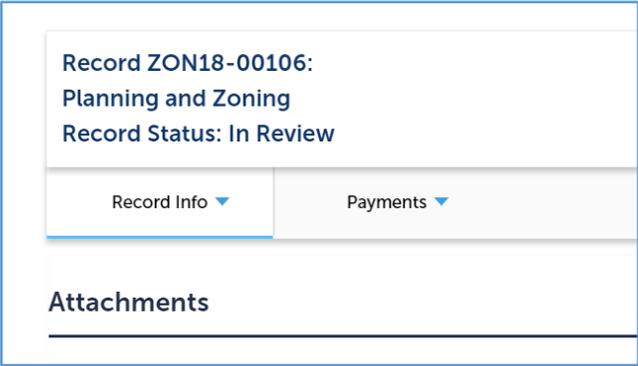
STEP 5 – Select “Search”

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”.



STEP 8 – You will be brought a page that has a list of all documents associated with the Record. Both documents uploaded by the Applicant and 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.

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