

Accessing the ACA Site

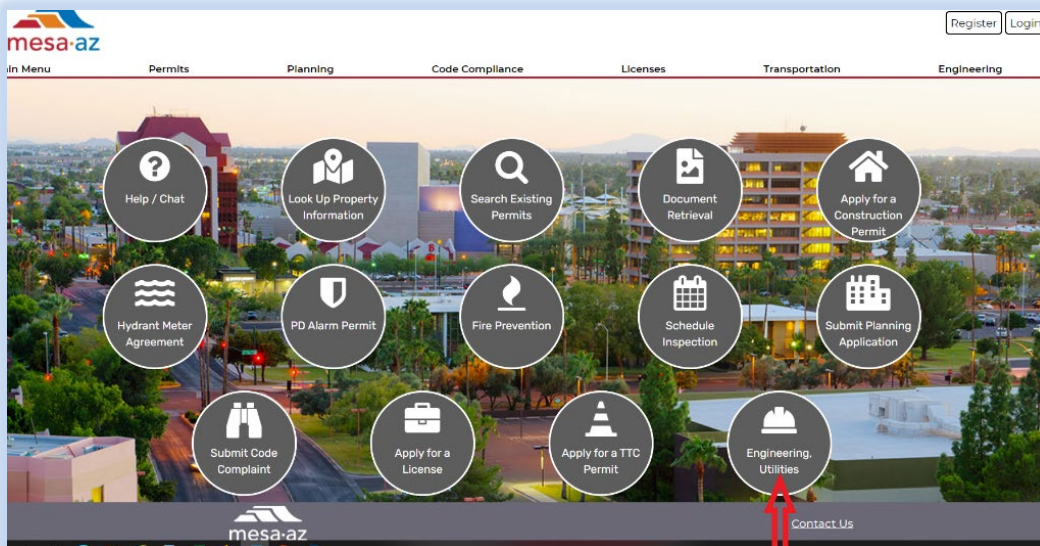
Objective: Ability to create an account and show proficiency in accessing the ACA site and create Agency Request for Plan Review.

New users will be required to register for an account. To register for an account please see Engineering DIMES user Guide “Engineering UTL End User ACA Account Setup Training”

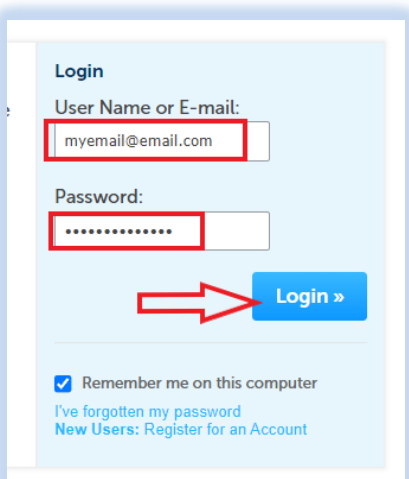
Access the City of Mesa DIMES site using the link below.

Web Site Link: <https://aca-prod.accela.com/MESA/Default.aspx>

Select the Engineering Utilities Icon

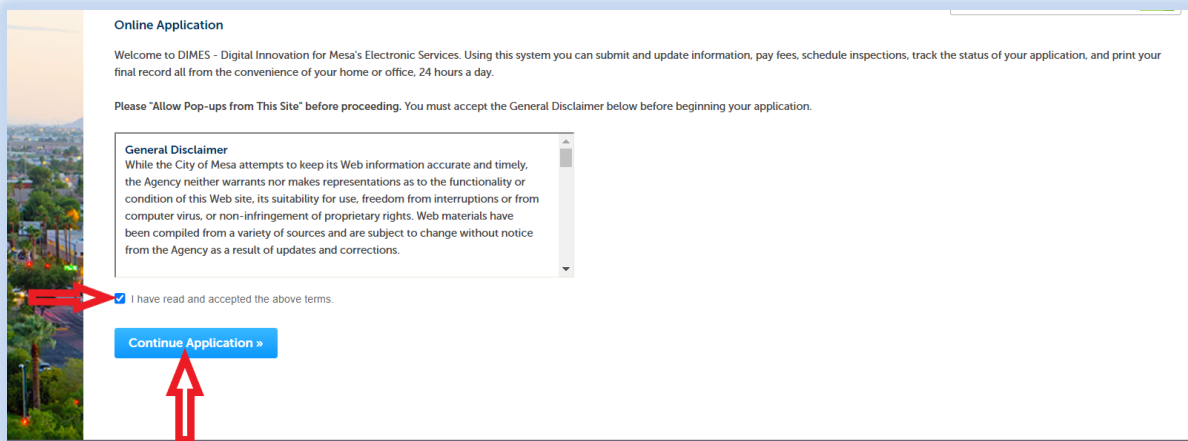


Login by entering your e-mail address and password created during the account setup process. Select the Remember me on this computer if desired (Not Required and Optional) and select the “Login Button”.

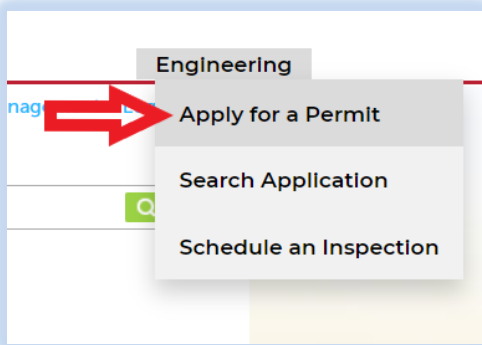


Introduction to Dimes for Engineering Agency Request for Plan Review

Read the General Disclaimer and select “I have read and accepted the above terms” check box and continue by selecting the “Continue Application” button.

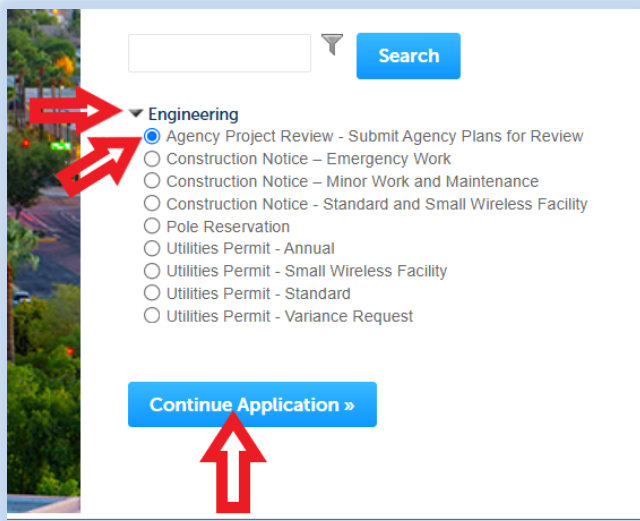


In the top right-hand corner move the mouse pointer over the word Engineering and select Apply for a Permit.



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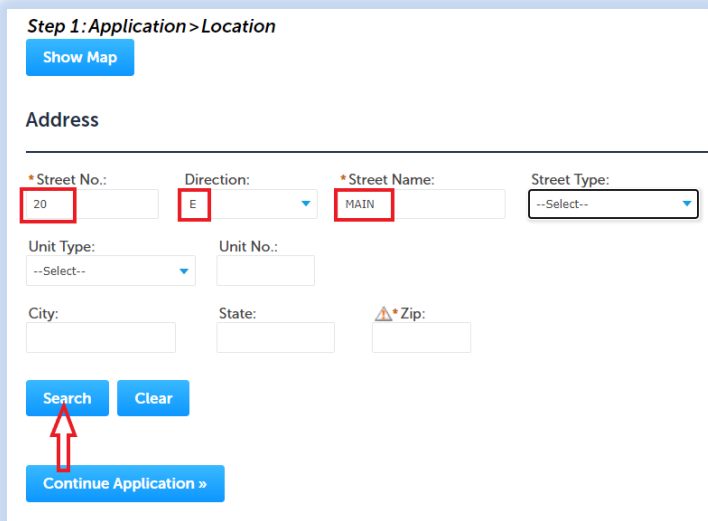
If no selections are shown click on the Down Triangle to display the options. Select “Agency Project Review” for all work related to standard permit construction in the City of Mesa Right-Of-Way. Select “Continue Application” to move to the next step.



A screenshot of a web application interface. At the top, there is a search bar with a 'Search' button. Below it, a dropdown menu is open under the heading 'Engineering'. The menu items are: 'Agency Project Review - Submit Agency Plans for Review' (selected with a radio button), 'Construction Notice – Emergency Work', 'Construction Notice – Minor Work and Maintenance', 'Construction Notice - Standard and Small Wireless Facility', 'Pole Reservation', 'Utilities Permit - Annual', 'Utilities Permit - Small Wireless Facility', 'Utilities Permit - Standard', and 'Utilities Permit - Variance Request'. At the bottom of the menu, there is a blue button labeled 'Continue Application »'. Red arrows point to the search bar, the 'Agency Project Review' option, and the 'Continue Application' button.

Step 1: Application>Location:

Search for address by typing in the street number and direction and select search. **Note: if no address is shown with the information you are trying to input the address can be typed in manually without using the search option.**



A screenshot of a web application form titled 'Step 1: Application > Location'. The form has a 'Show Map' button at the top left. Below it is the 'Address' section. The form fields are: '*Street No.:' with '20' entered, 'Direction:' with 'E' selected in a dropdown, '*Street Name:' with 'MAIN' entered, and 'Street Type:' with '--Select--' in a dropdown. Below these are 'Unit Type:' with '--Select--' in a dropdown and 'Unit No.:' with an empty field. At the bottom are 'City:', 'State:', and '* Zip:' fields, all empty. There are 'Search' and 'Clear' buttons, and a 'Continue Application »' button at the bottom. Red boxes highlight the '20', 'E', and 'MAIN' entries. A red arrow points to the 'Search' button.

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Address Search Result List. Choose the appropriate “address” and press “Select”.

Address Search Result List

Showing 1-5 of 5

Address	City	State	Zip
<input checked="" type="radio"/> 20 E MAIN ST BRTS BLDG MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST PARKD PAL MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST PARKD PAL MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST PARKD TPL MESA, AZ 85201	MESA	AZ	85201

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837003A	2	1022	MESA ARIZONA

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	PO BOX 1466 MESA AZ 85210

Select Cancel

Select “Continue Application” to proceed to the next step. **Note: You can save the application at any time by selecting the “Save and Resume Later button”.**

Step 1: Application > Location

Show Map

* indicates a required field.

Address

* Street No.: 20 Direction: E * Street Name: MAIN Street Type: ST

Unit Type: BRTS Unit No.: BU1

City: MESA State: AZ * Zip: 85201

Search Clear

Continue Application >

Save and resume later

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Step 1: Application Contacts:

The Organization contact is required and can be selected by selecting "Select from Account". After this required step is completed, you will be able to add additional contacts by selecting them from your account that are individuals to be noticed regarding the status of this record. **Note: Organization contact is the company responsible for the equipment installed in the City of Mesa right-of-way.**

Contacts

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type: Applicant Minimum: 1

[Select from Account](#) [Add New](#) [Look Up](#)

Showing 0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#)

Select the contact Organization that will operate and own equipment in the City of Mesa ROW. 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 type="radio"/> Associated Contact	Organization	Steve Fiber Saas Testing
<input checked="" type="radio"/> Associated Contact	Organization	Steve Fiber

[Continue](#) [Discard Changes](#)

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Select "Applicant" for the type, check the appropriate mailing check box and select "Continue" to move to the next step. **Note: do not use individual contacts as the applicant. If you want to add additional persons from your company, please use contacts and repeat this process after you have completed the Organization information.**

The screenshot shows a web form titled "Select Contact from Account" for a contact named "Steve Fiber". The "Type" dropdown menu is set to "Applicant", indicated by a red arrow. Below, there is a table of addresses with two rows. The first row, "Mailing" at "1234 Test", has its checkbox checked, also indicated by a red arrow. The second row, "Mailing" at "2046 N 12th St", has an unchecked checkbox. At the bottom, there are two buttons: "Continue" and "Discard Changes". A red arrow points to the "Continue" button.

Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing	1234 Test
<input type="checkbox"/>	Mailing	2046 N 12th St

The contact has been added and to proceed to the next step select "Continue Application".

The screenshot shows the "Step 1: Application > Contacts" page. It displays a "Contacts" section with a message: "To add new contacts, click the Select from Account or Add New button. To edit...". Below this, it shows a status: "Required Contact Type: Applicant" and "Minimum: 1". There are three buttons: "Select from Account", "Add New", and "Look Up". A green checkmark and message state: "Contact added successfully." Below this, a table shows one contact:

Full Name	Business Name	Contact Type	Work Phone
	Steve Fiber	Applicant	555-555-5555

At the bottom, there is a blue button labeled "Continue Application »" with a red arrow pointing to it.

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Step 2: Project Information>Project Details

Enter Detail Information shown below select “continue Application”. **Note: The “Application Name” is the name you are using for your project. Include the full project name and number. Note Include a Detailed description of work associated with the project.**

Detail Information

* Application Name:
Town of Gilbert GP145899 W

* General Description:
Town of Gilbert GP145899 Water Main Improvements

* Detailed Description:
Town of Gilbert GP145899 Water Main Improvements to install 1000' of 12" water main and tie into existing 36" water main in City of Mesa ROW. |

Scroll down and continue to enter the additional required information. Select the type of work from the drop-down box enter your Job Title and select “Continue Application”.

Type of Work: --Select--

Project Name: --Select--

Mesa CIP No.:

* Applicant Job Title: Permit Rep

Special Requirements:

Continue Application »

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Step3: Documents:

Select “Add” to upload the required documents for this project. **Note: See “Submission and Formatting Requirements for Electronic Plans” attached to this document for City of Mesa DIMES system acceptable plan requirements.**

Utilities Permit - Standard

1 Application 2 Project Information 3 Documents

Step 3: Documents > Documents

Documents

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

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm
This application type requires you to submit the following types of documents. Subject to the collected Plans

Name	Type	Size	Latest
No records found.			

Add **Continue Application »**

Select “Add”

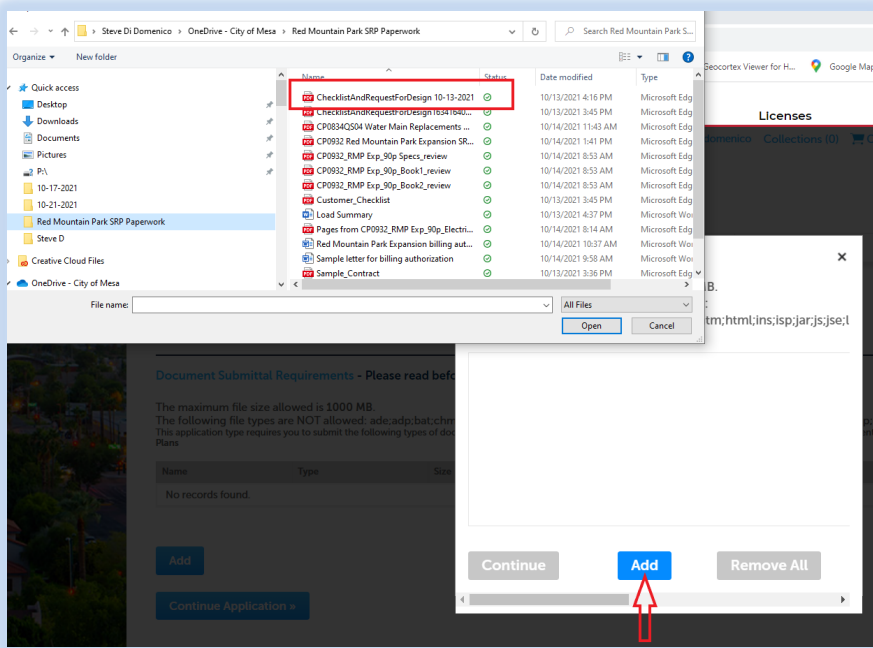
File Upload

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed:
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;js

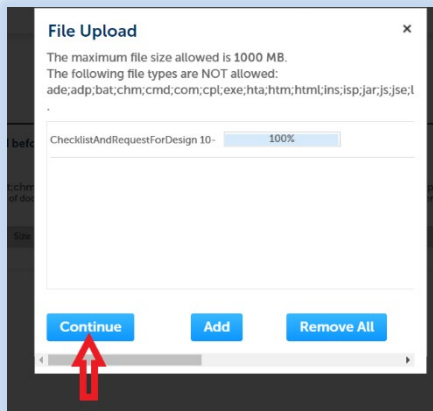
Continue **Add** **Remove All**

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Locate the file from your computer and select “Add”.

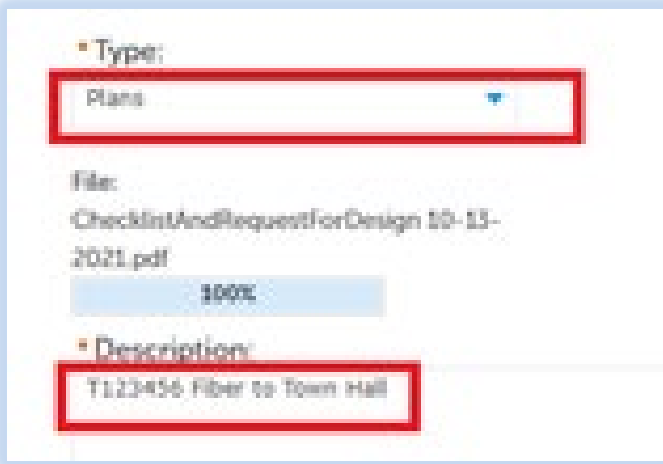


Note: Wait for the upload counter to reach 100% prior to selecting “Continue”.



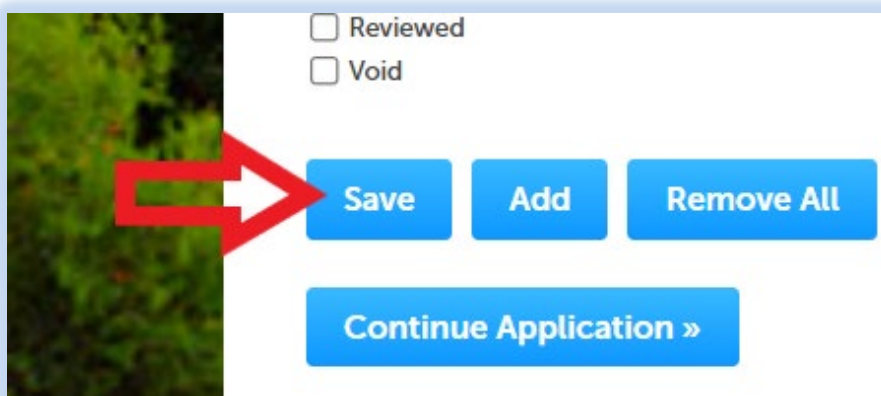
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Select “Plans”, type in the “Description”, and choose the appropriate submittal version for the “Virtual Folder”.



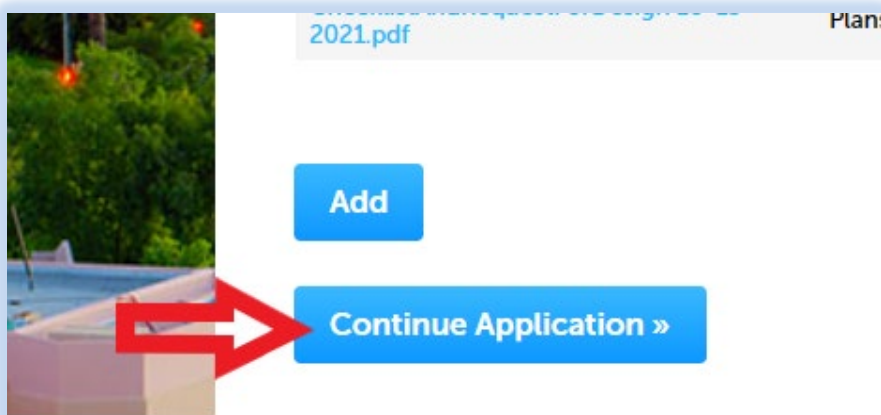
A screenshot of a software interface showing a form with two main sections. The first section is labeled "Type:" and contains a dropdown menu with "Plans" selected. The second section is labeled "Description:" and contains a text input field with "T123456 Fiber to Town Hall" entered. A red box highlights the "Plans" dropdown, and another red box highlights the "Description" text field. Below the description field, there is a "File:" section showing a file named "ChecklistAndRequestForDesign 10-13-2021.pdf" with a "100%" progress indicator.

Scroll down and select “Save”.



A screenshot of a software interface showing a list of items. On the left, there is a small image of green foliage. To the right of the image, there are two checkboxes: "Reviewed" and "Void", both of which are unchecked. Below the checkboxes, there are three blue buttons: "Save", "Add", and "Remove All". A red arrow points from the left towards the "Save" button. Below these buttons is a larger blue button labeled "Continue Application »".

Select “Continue Application”.

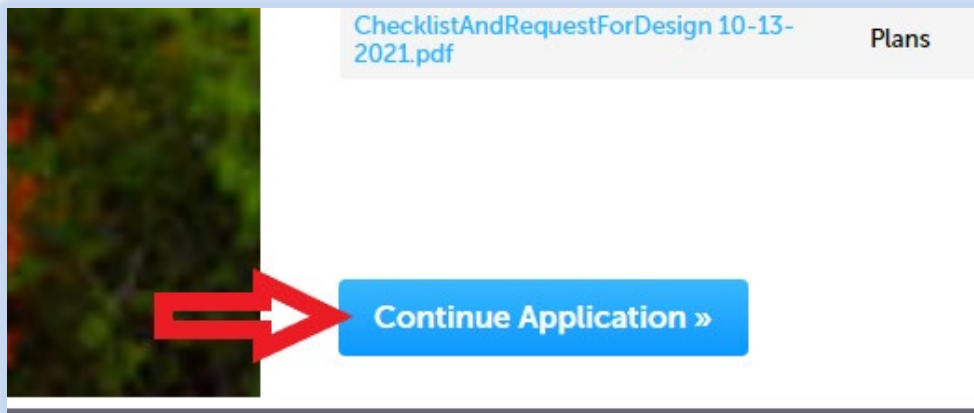


A screenshot of a software interface showing a list of items. On the left, there is a small image of a building with a red roof. To the right of the image, there is a text input field containing "2021.pdf" and a label "Plan:". Below the text input field, there is a blue button labeled "Add". A red arrow points from the left towards the "Continue Application »" button, which is located below the "Add" button.

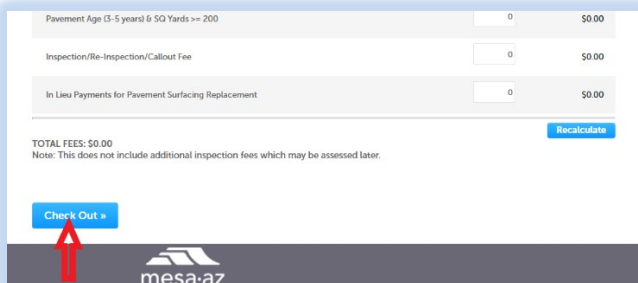
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Step 4: Review

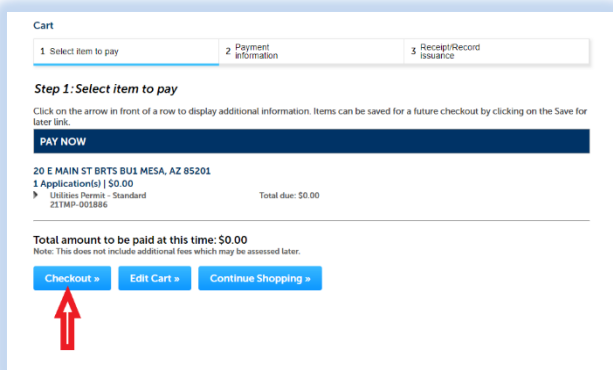
Scroll down and review the application for any errors or omissions. When it has passed quality control, select “Continue Application”. **Note: To Make changes to your application select the edit button for the area you need to correct.**



Fees will not be collected at this time. Select “Check Out” to continue.



Select “Check Out” to continue.




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After payment is complete, the DIMES record has been created and the APR number assigned. To review select the Blue APR number.

Step 3: Receipt/Record issuance
****Not All invoices may be displayed****

Receipt

 Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records!!

20 E MAIN ST BRTS BU1 MESA, AZ 85201

UTL21-00013