# Accessing the ACA Site

Objective: Ability to create an Annual Permit and show proficiency in accessing the ACA site.

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"
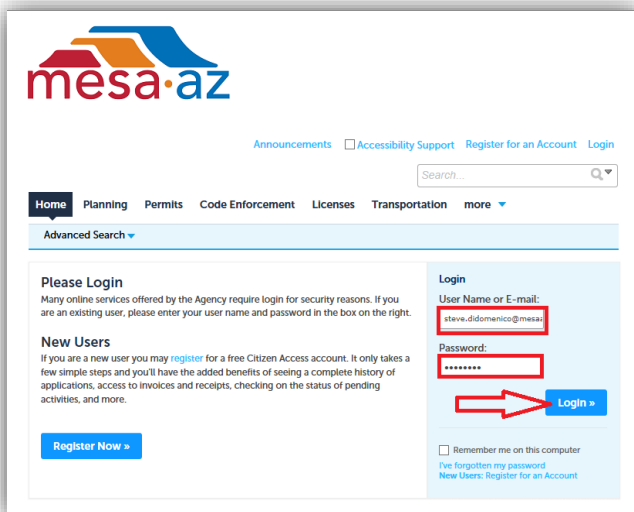
To access the site copy and paste the link into your web browser.
Web Site Link: https://aca-prod.accela.com/MESA/Default.aspx
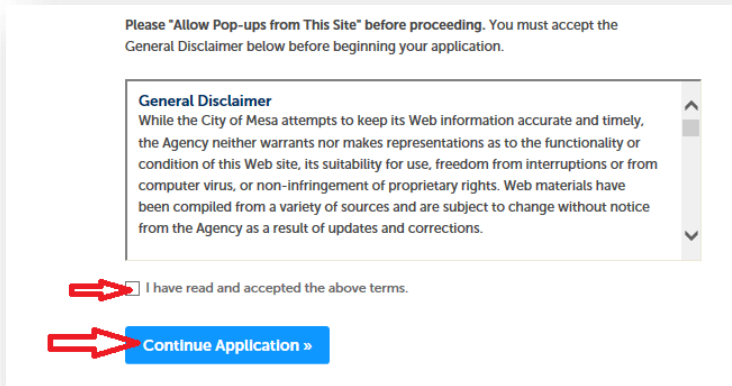
Select the Engineering Utilities Icon.
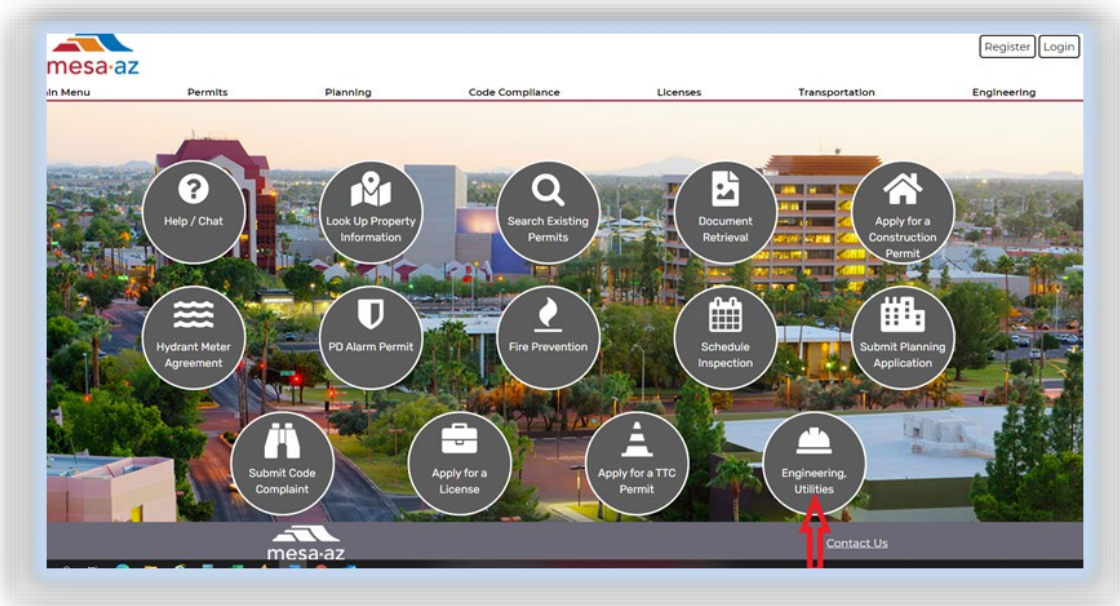
Login by entering your e-mail address and password created during the account setup process. Select "Remember me on this computer" if desired (not required) and select "Login".

Read the General Disclaimer and select "I have read and accepted the above terms" checkbox and continue by selecting "Continue Application".

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.

Continue Application »

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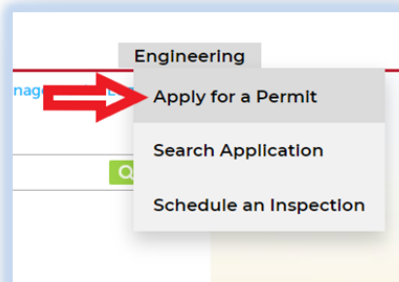
Engineering

Apply for a Permit

Search Application

Schedule an Inspection

Select the down arrow next to Engineering. Choose "Utility Permit – Annual" and select "Continue Application".

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. NOTE: For Annual Permits Manually enter or search for address 20 E Main Street Mesa, AZ 85201.**

Select the appropriate address and scroll down to click on the "Select" button.

The address information is now entered into the record. Select "Continue Application" to proceed.

Step 1: Application Contacts:
The Organization contact is required and can be chosen by clicking "Select from Account". After this required step is completed you will be able to add additional contacts by selecting them from your account. These individuals will be notified 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.

Choose the contact Organization that will operate and own equipment in the City of Mesa ROW and select "Continue".

Select "Applicant" for the Type. Click 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 contact has been added and to proceed to the next step select "Continue Application".

Step 2: Project Information>Project Details:
Enter all project information into the appropriate boxes. Application name and description must include the annual permit year along with Company name and description of the permit. Example: "2022 – City of Mesa Annual Permit".

Step 2: Project Information > Project Details

Project Name & Description

* Application Name:
[2022 Annual Permit City of M]

* General Description:
[2022 Annual Permit City of Mesa]

* Detailed Description:
[2022 Annual Permit City of Mesa]

Utility Provider Information

UTILITY PROVIDER INFORMATION

* Utility Provider: [City of Mesa ▼]

Utility License/Contract No.:

Utility Provider Project No.:   [ ]

Scroll down to access the information in the next section and type in and select the appropriate information as required.

Temporary Traffic Control Permit No.:

Type of Work: [Annual UTL Permit Only ▼]

Project Name:

Mesa CIP No.:

* Applicant Job Title: [Permit Rep]

Special Requirements:

* Inspection Area: [1 ▼]

Directional Drilling: ○ Yes ◉ No

Concrete Removal: ○ Yes ◉ No

Pavement Removal: ○ Yes ◉ No

Is This a Small Cell Site: ○ Yes ◉ No

Strand-mounted Micro Antenna: ○ Yes ◉ No

AZ 811 #:

Scroll down to access the next section. Note: Address will not be used during record creation please proceed to step #3 by selecting "Continue Application".

Step 3: Documents: Select "Add" to add a document with a maximum size of 160 MB. For all annual permits, during record creation, attach a **<u>BLANK</u>**, hard copy PDF of the City of Mesa notification form for use for all future work locations associated with this record.

The file upload box opens. Select "Add".
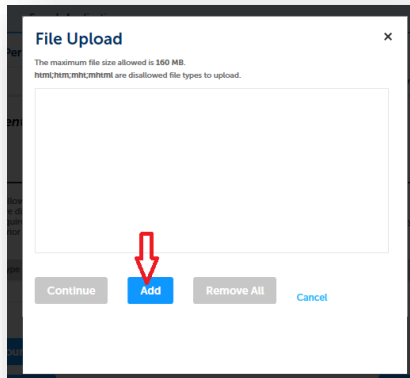
Locate the file from your computer and select "Add".
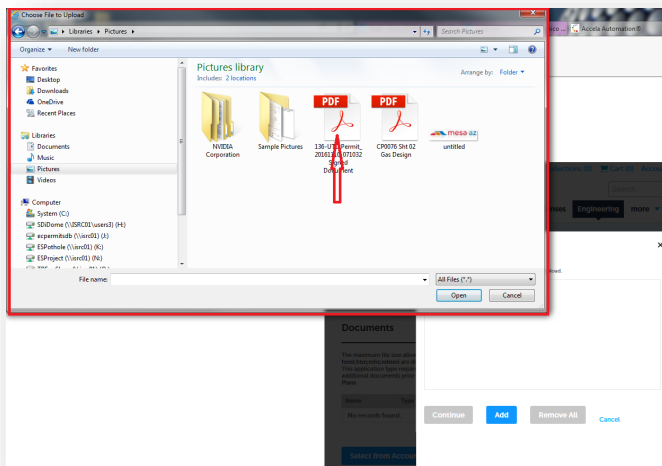
Note: Wait for the upload counter to reach 100% prior to selecting "Continue".
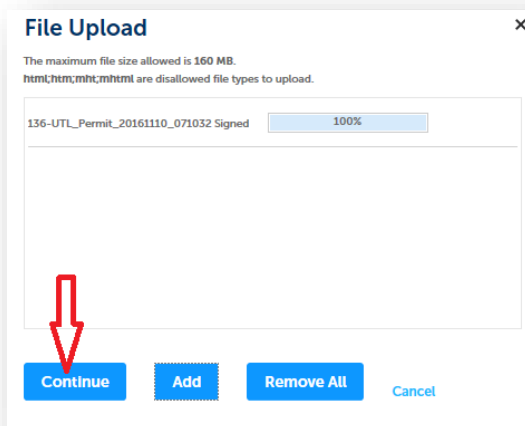
Select the file type "Plans", enter a description of the file, check 1st submittal for the original file to be uploaded, and select the "Save".

Documents

The maximum file size allowed is **160 MB**.
html;htm;mht;mhtml are disallowed file types to upload.
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 approval.
Plans

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove
Plans ▼

File:
CP0076 Sht 02 Gas Design.pdf
| 100% |

*Description:
T123456 Camping World Fiber Feed

Virtual Folders:
☑ 1st Submittal
☐ 2nd Submittal
☐ 3rd Submittal
☐ 4th Submittal
☐ 5th+ Submittal
☐ Approved
☐ watertest

Also Attach To
--Select-- ▼

[Save] [Select from Account] [Add] [Remove All]

[Continue Application »]   [Save and resume later]

Select "Continue Application" and "The attachment(s) has/have been successfully uploaded" is displayed

4. Review: document page is displayed after reviewing the information and editing anything that needs corrected select "Continue Application".

The fees detail will be displayed do not pay or enter fees now. Select "Checkout" to continue.

The fees will show zero. Select "Checkout" to continue. Note: if for any reason fees from other permits are due you can select the edit cart and remove the fee that's due and continue without paying fees at this time.

"Your application has been successfully submitted" is displayed and the new application record number is shown in blue - example "UTL16-00080".
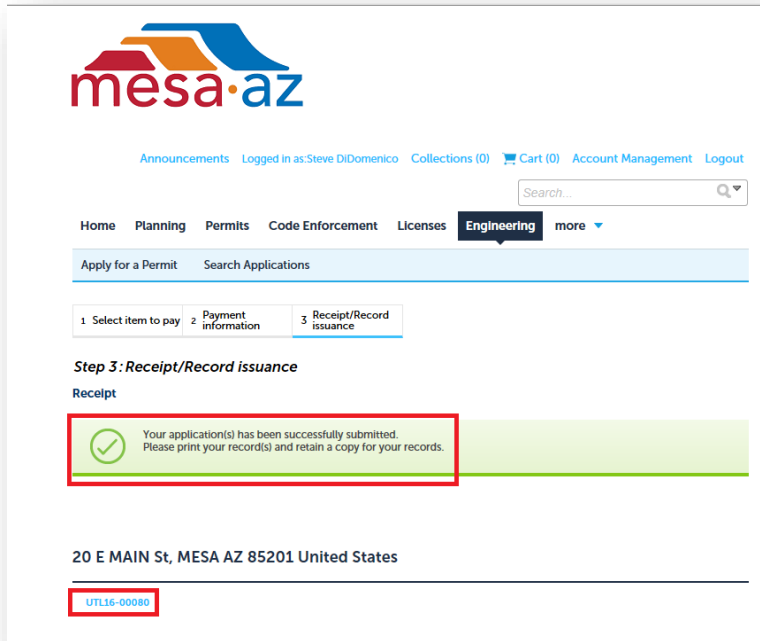
Click on the "UTLXX-XXXXX" number to view the record.