

## Accessing the ACA Site

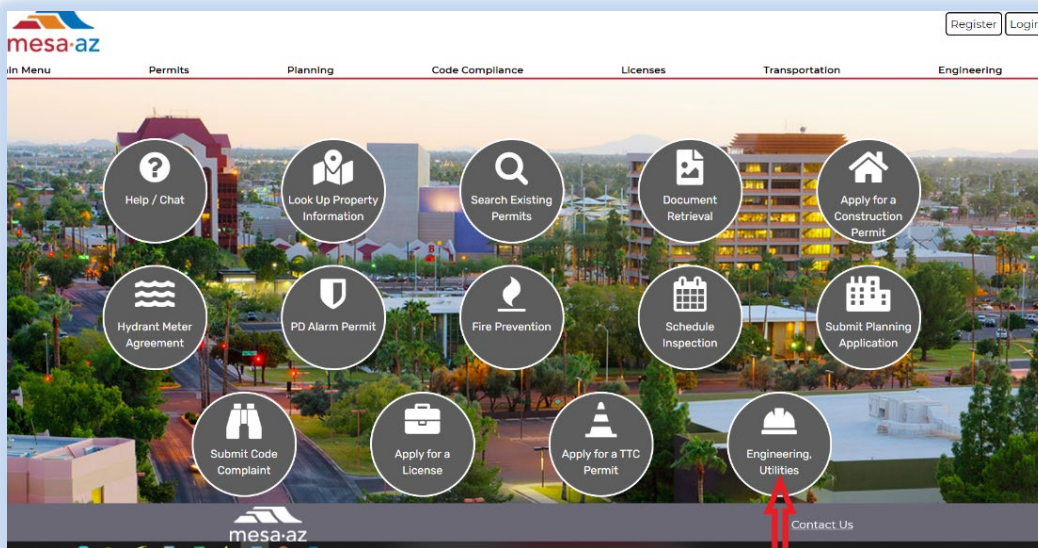
Objective: Ability to create an account and show proficiency in accessing the ACA site and create a Small Wireless Utility permit application.

**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

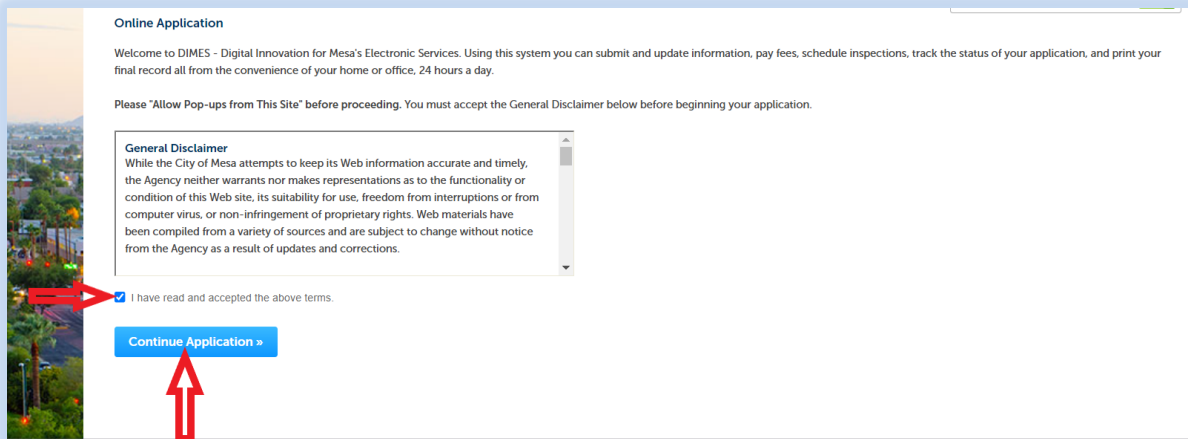


Login by entering your e-mail address and password created during the account setup process. Select “Remember me on this computer” if desired (not required) and select “Login”.

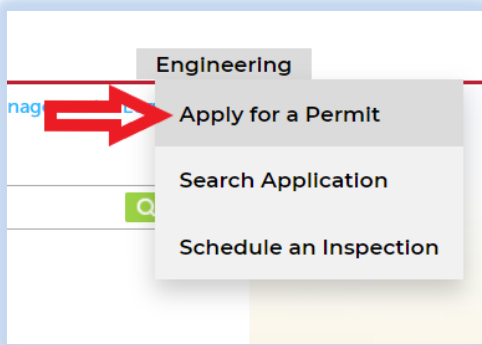
The screenshot shows the login form on the City of Mesa DIMES website. The form has a title 'Login' and two input fields: 'User Name or E-mail:' and 'Password:'. The email field contains 'myemail@email.com' and the password field contains '.....'. A red box highlights both fields. Below the fields is a blue 'Login »' button with a red arrow pointing to it. At the bottom of the form, there is a checked checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'.

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

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

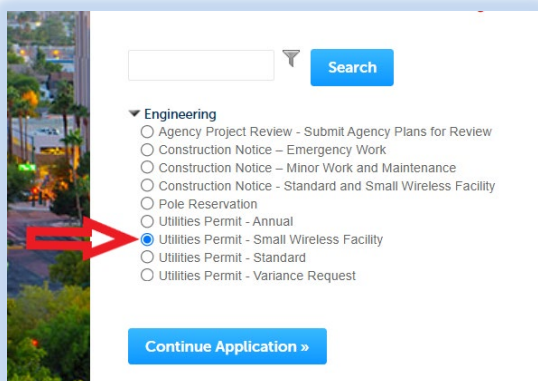


In the top right-hand corner move the mouse pointer over the word Engineering and select Apply for a Permit.



# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

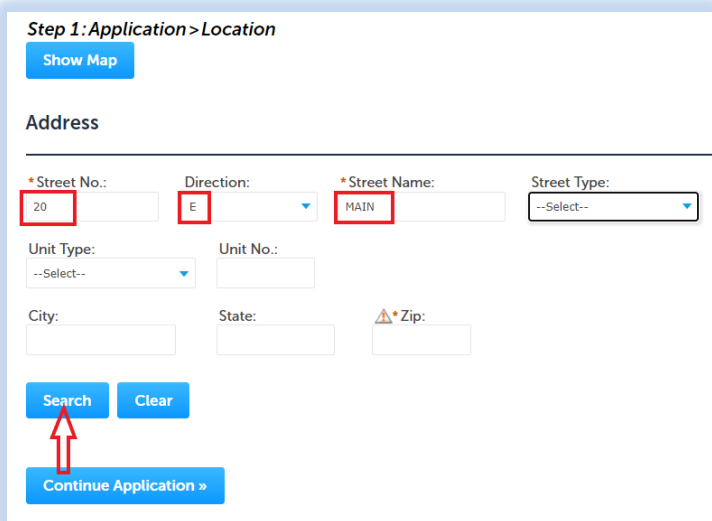
If no selections are shown click on the Down Triangle to display the options. Select “Utilities Permit – Small Wireless Facility” for all work related to small wireless permit construction in the City of Mesa Right-Of-Way. Select “Continue Application” to move to the next step.



A screenshot of a web application interface. At the top, there is a search bar with a dropdown arrow and a blue 'Search' button. Below the search bar, a menu is expanded under the heading 'Engineering'. The menu items are: Agency Project Review - Submit Agency Plans for Review, 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 (which is selected with a blue radio button and a red arrow), Utilities Permit - Standard, and Utilities Permit - Variance Request. At the bottom of the menu, there is a blue button labeled '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.**



A screenshot of the 'Step 1: Application > Location' form. At the top left, there is a blue button labeled 'Show Map'. Below it, the 'Address' section contains several input fields: '\*Street No.:' with the value '20', 'Direction:' with a dropdown menu showing 'E', '\*Street Name:' with the value 'MAIN', and 'Street Type:' with a dropdown menu showing '--Select--'. Below these are 'Unit Type:' (dropdown, '--Select--'), 'Unit No.:' (text input), 'City:' (text input), 'State:' (text input), and 'Zip:' (text input with a warning icon). At the bottom left, there are blue buttons for 'Search' and 'Clear', with a red arrow pointing to the 'Search' button. At the bottom center, there is a blue button labeled 'Continue Application »'.

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

## Address Search Result List

Choose the appropriate address and press “Select”.

| Address                              | City | State | Zip   |
|--------------------------------------|------|-------|-------|
| 20 E MAIN ST 887S BUI MESA, AZ 85201 | MESA | AZ    | 85201 |
| 20 E MAIN ST 847D FRI MESA, AZ 85201 | MESA | AZ    | 85201 |
| 20 E MAIN ST 847D FRI MESA, AZ 85201 | MESA | AZ    | 85201 |
| 20 E MAIN ST MESA, AZ 85201          | MESA | AZ    | 85201 |
| 20 E MAIN ST PRED TPI MESA, AZ 85201 | MESA | AZ    | 85201 |

| Parcel Number | Lot | Block | Subdivision  |
|---------------|-----|-------|--------------|
| 13837003A     | 2   | 1022  | MESA ARIZONA |

| Name         | Address                   |
|--------------|---------------------------|
| MESA CITY OF | PO BOX 1466 MESA AZ 85210 |

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

Step 1: Application > Location

Show Map

Address

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

Unit Type: RES Unit No.: BU1

City: MESA State: AZ Zip: 85201

Search Clear

Continue Application > Save and resume later

## 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 >

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

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

Select “Applicant” for the type, select 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.**

**Select Contact from Account**

Steve Fiber  
\*Type: Applicant

Select contact addresses for this contact to attach to the record.  
Showing 1-2 of 2

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

**Continue** Discard Changes

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

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

**Step 1: Application > Contacts**

**Contacts**

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

Required Contact Type Minimum  
Applicant 1

Select from Account Add New Look Up

Contact added successfully.

Showing 1-1 of 1

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

Continue Application >

## Step 2: Application Page Information

Enter Detail Information shown below. **Note:** The “Application Name” is the name you are using for your project. Include the project number in all fields to allow for the record to be searched if you only have that number and do not know the City of Mesa UTL permit number. The utility project number should be added to Utility Provider Project number or communications regarding this project from the DIMES system will only reference the City’s permit number.

**Step 2: Application > Page Information**

**Detail Information**

\*Application Name:  
NEXT SITE MES 2134

\*General Description:  
NEXT SITE MES 2134 - Small Cell Site

\*Detailed Description:  
NEXT SITE MES 2134 - Small Cell Site  
Remove and replace streetlight with new pole to accommodate Small Wireless installation.

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

Continue with the “Custom Fields” Information:

All fields are required. **Note: It's the carrier's responsibility to make sure all City of Mesa and Section 106 of the National Historic Preservation Act of 1996 is completed when applicable.**

### Custom Fields

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#### SMALL WIRELESS FACILITY

\* Antenna Site Number:

\* Antenna Site Name:

\* Carrier Customer for this location:

\* Is this project located or adjacent to a historic district?:  Yes  No

\* Did you complete Section 106 of the National Historic Preservation Act of 1966?:  Yes  No

\* Antenna Site Address:

\* Does this site require an RF exposure assessment?:  Yes  No

\* Licensed Radio Service (Please include call sign(s)):

\* Height above ground of the lowest point of the antenna (in meters):

\* Antenna Type(s) model number & dimensions:

\* Proposing Unlicensed Frequencies (LAA or LTE-U):  Yes  No

\* Operating Frequency(ies):

\* Site Deactivation Contact:

\* Proposed site RF power in Watts (Maximum RF power into each antenna/technology RMS)?:

Complete the remaining text boxes select the Type of Equipment from the drop-down box and select “Continue Application”

\* Proposed Term of Site License:

\* Billing Information:

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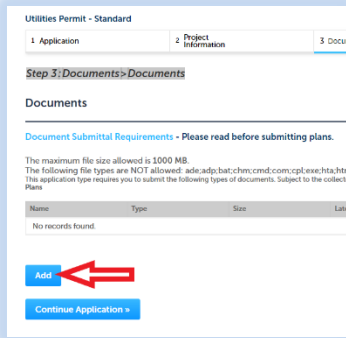
#### GENERAL

\* Type of Equipment:

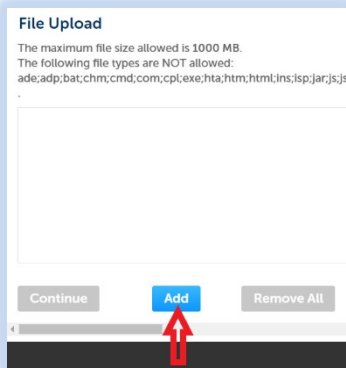
# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

## Step3: Documents:

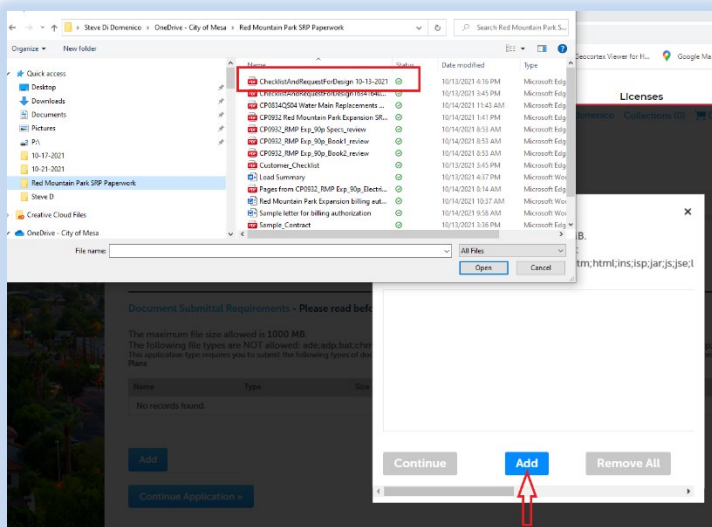
Select the “Add” button to select and upload the required documents for this project. **Note: See “Submission and Formatting Requirements for Electronic Plans” attached to this document for City of Mesa DIMES system acceptable plan requirements.**



Select “Add”



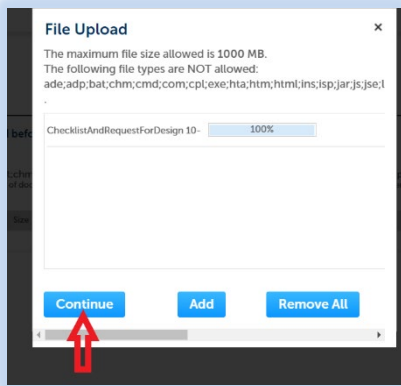
Locate the file from your computer and select “Add”.



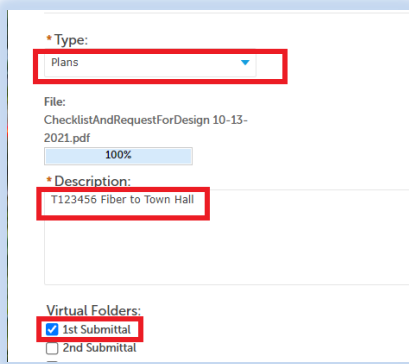


# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

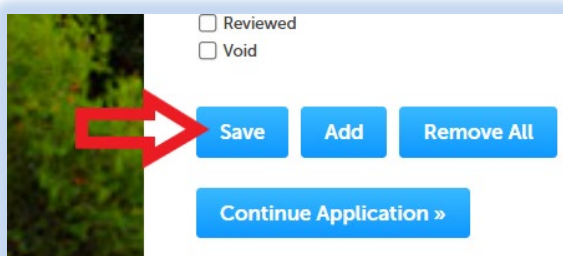
Note: Wait for the upload counter to reach 100% prior to selecting “Continue”.



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

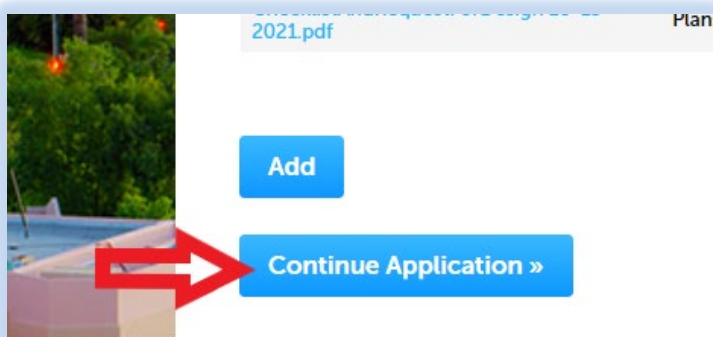


Scroll down and select “Save”.



# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

Select “Continue Application”.



## Step 4: Review

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

**Step 4: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Utilities Permit - Small Wireless Facility

**Antenna Address** [Edit](#)

20 E MAIN ST MESA, AZ 85201

**Contact List** [Edit](#)

Showing 1-1 of 1

| Full Name   | Business Name | Contact Type | Work Phone | Fax | E-mail                      | Action               |
|-------------|---------------|--------------|------------|-----|-----------------------------|----------------------|
| Steve Fiber | Applicant     | 555-555-5555 |            |     | steve.didomenico@mesaaz.gov | <a href="#">Edit</a> |

**Detail Information** [Edit](#)

Application Name: NEXT SITE MES 2134  
General Description: NEXT SITE MES 2134 - Small Cell Site  
Detailed Description: NEXT SITE MES 2134 - Small Cell Site Remove and replace streetlight with new pole to accommodate Small Wireless installation.

**Custom Fields**

SMALL WIRELESS FACILITY [Edit](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 10/27/2021

[Continue Application »](#) [Save and resume later](#)

[Contact Us](#)

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless


Paying fees is required. Select “Check Out” to continue.

|   |                                |        |
|---|--------------------------------|--------|
| Pavement Age (3-5 years) @ SQ Yards >= 200          | <input type="text" value="0"/> | \$0.00 |
| Inspection/Re-Inspection/Callout Fee                | <input type="text" value="0"/> | \$0.00 |
| In Lieu Payments for Pavement Surfacing Replacement | <input type="text" value="0"/> | \$0.00 |

TOTAL FEES: \$0.00  
Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Check Out »](#)



Review fees to make sure they are included as fees will be collected prior to the application being submitted. Select “Check Out” to continue.

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.


**PAY NOW**

20 E MAIN ST MESA, AZ 85201  
1 Application(s) | \$750.00  
▶ Utilities Permit - Small Wireless Facility      Total due: \$750.00  
21TMP-001895

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**Total amount to be paid at this time: \$750.00**  
Note: This does not include additional fees which may be assessed later.

[Checkout »](#)   [Edit Cart »](#)   [Continue Shopping »](#)



# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

Click on the correct payment type and select “Submit Payment”.

**Payment Options**

Amount to be charged: \$750.00

Pay with Credit Card  
 Pay with Bank Account

**Submit Payment >**

mesa.az

Select the button “Agree to the Service Fee” to continue or cancel if you wish to pay using a Bank Account without paying the service fee. **Note you will have to go back and reselect the steps leading up to payment without entering additional information. When you return to the previous step Select “Pay with Bank Account”.**

**Payment Information**

|                             |             |
|-----------------------------|-------------|
| Transaction ID              | Payment     |
| 995786                      | \$750.00    |
| Full Name                   | Service Fee |
| sdidomenico                 | \$17.78     |
| Email                       | Total       |
| steve.didomenico@mesaaz.gov | \$767.78    |

We accept Debit or Credit Cards through Visa, MasterCard, and Discover, for a service fee of 2.37% per transaction. The credit card service fee is non-refundable.

**Agree to the Service Fee** Cancel

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

Enter your account information and scroll down.

**Account Information**

Card Number

Card Type  
Discover American Express VISA

CVV Number

Expire Month

Expire Year

Your CVV

Enter your account holder information and select “Submit Payment”.

**Account Holder Information**

First Name

Last Name

Street Address

City

State

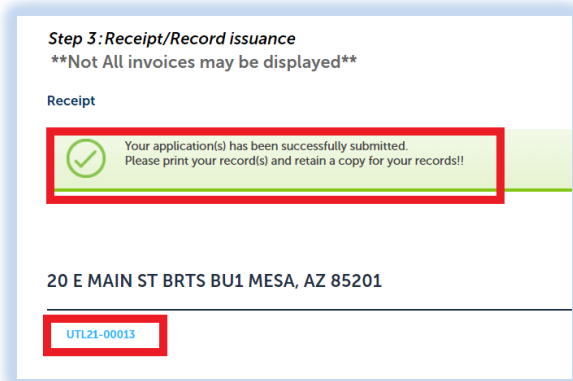
Zip Code

Phone


Email

# Introduction to Dimes for Engineering ACA End User Training – Small Wireless

The DIMES record has been created and the UTL number assigned. To review select the Blue UTL number.



Depending on the pavement age, a pavement cut application may need to be filled out and uploaded to the documents:



### PAVEMENT CUT APPLICATION

Project name: \_\_\_\_\_

Project address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_ Applicant email: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_ Contractor info: \_\_\_\_\_

Scope of work: Requesting pavement cut to install ...

Justification for pavement cut: (A verifiable emergency must be specified to cut pavement newer than two years old.)

Mesa City Code requires all pavement cut activities to have an approved permit and be restored in accordance with City standards and specifications (Mesa Standard Detail M-19.04.3). Title 9, Chapter 1 of the Mesa City Code requires a pavement restoration fee for cutting pavement that is newer than five years old. A four-tier pavement cut rate structure is based on pavement age and size of cut. Pavement cuts include potholes, pavement damage, trenching, etc.

In addition to the pavement restoration fees, pavement cuts within the first year will be subject to a mill and overlay requirement for a minimum width of all lanes impacted by the pavement cuts. The minimum length for mill and overlay on each side of the cut will be 50 feet for arterial streets and 25 feet for collectors and residential streets. However, for one pothole per permit, the requirement to mill and overlay the street shall not apply, and the pavement restoration fee for that pothole will be waived.

Pavement age for city streets is found at the "pavement cut restrictions interactive map" site, located at <http://mesaaz.gov/maps/>. Pavement age is required to complete the chart on the following page.

Pavement Cut Fee Table:

| Pavement Age                                   | Cut Size               | Fee               |
|--|------------------------|-------------------|
| Pavement Age < 12 months (0-1 years)           | < 200 sq               | > 200 sq          |
|  | Fee: \$2,000 + \$10/SY | \$2,000 + \$10/SY |
| Pavement Age 12 months - 24 months (1-2 years) | < 200 sq               | > 200 sq          |
|  | Fee: \$4,000 + \$10/SY | \$4,000 + \$10/SY |
| Pavement Age 24 months - 36 months (2-3 years) | < 200 sq               | > 200 sq          |
|  | Fee: \$6,000 + \$10/SY | \$6,000 + \$10/SY |
| Pavement Age 36 months - 60 months (3-5 years) | < 200 sq               | > 200 sq          |
|  | Fee: \$8,000 + \$10/SY | \$8,000 + \$10/SY |

|  |               |  |
|--|---------------|--|
| Pavement removal (0 - 1 years old)   | Square yards: | Pavement cut fee:                      |
| ** For cuts within the first year, the fee is in addition to the mill and overlay. |               |  |
| Pavement removal (1 - 2 years old)   | Square yards: | Pavement cut fee:                      |
| Pavement removal (2-3 years old)   | Square yards: | Pavement cut fee:                      |
| Pavement removal (3-5 years old)   | Square yards: | Pavement cut fee:                      |
| Pavement removal (5+ years old)  | Square yards: | Pavement cut fee does not apply (\$0): |

Include a 24" x 36" formatted civil plan sheet showing location, type of work to be performed, and mill and overlay limits. Permits will not be processed without the required civil plan sheets.

I hereby certify that these quantities are accurate.

Seal, date and signature of registered civil engineer: FOR ROW permits ONLY. Does not apply to Utility Permits.

Print name & date:

For City Use:

Pavement Age: \_\_\_\_\_ Classification: Arterial Collector Residential

Pavement Cut Fee: \_\_\_\_\_

Notes:

Approved with Conditions or Denied:  
Authorized by: \_\_\_\_\_  
Date: \_\_\_\_\_

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