

## Accessing the ACA Site

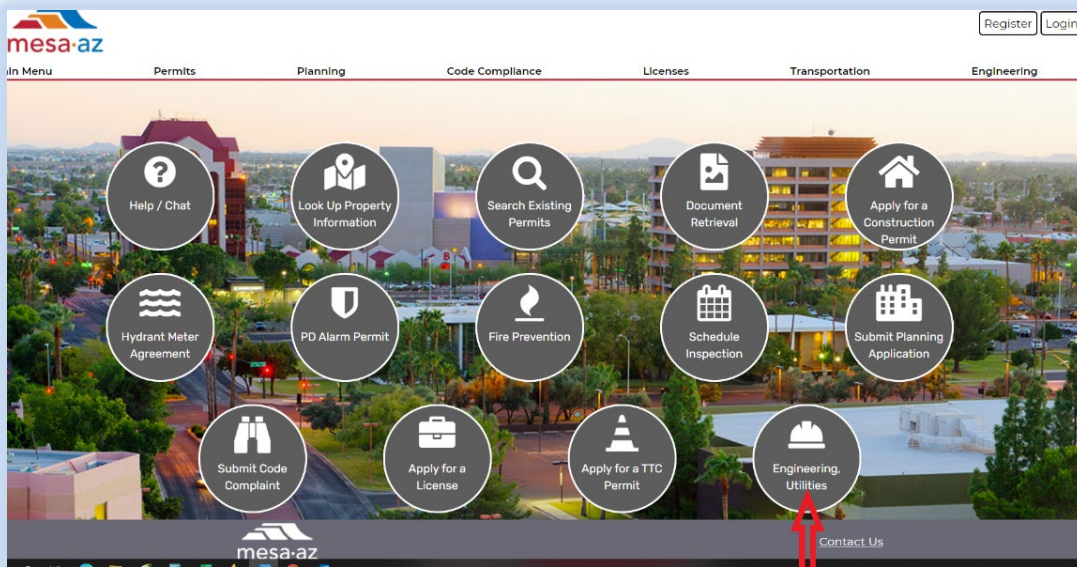
Objective: Ability to create an account and show proficiency in accessing the ACA site and create a Standard Utility permit application.

**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

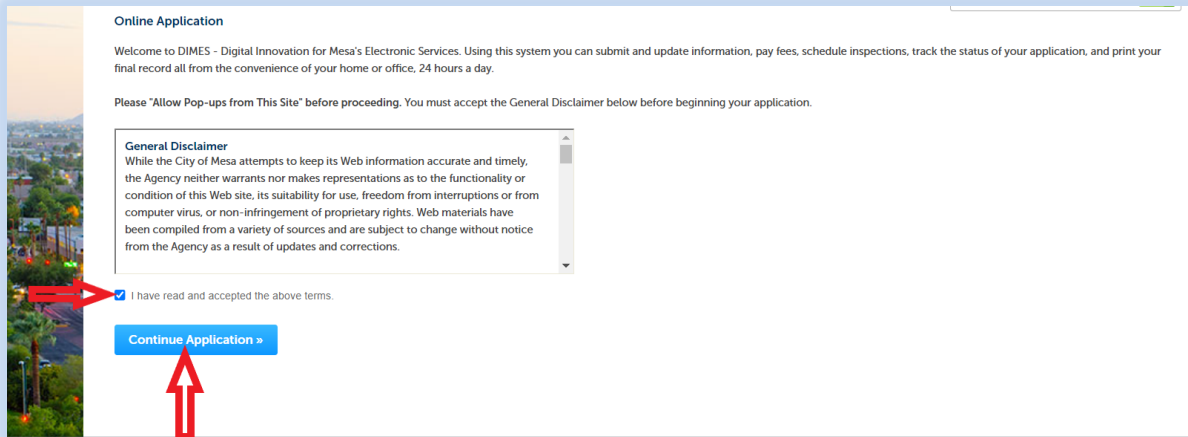


Login by entering your e-mail address and password created during the account setup process. Select “Remember me on this computer” if desired (Not Required and Optional) and select “Login”.

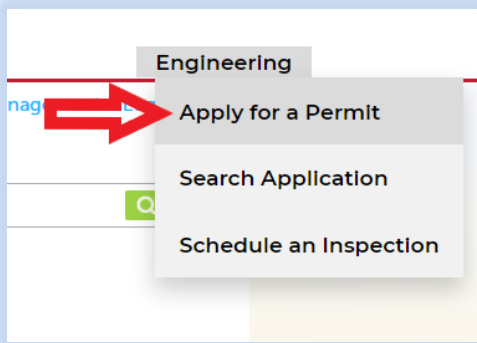
A screenshot of the login form on the website. The form has a light blue background and contains the following elements: a 'Login' heading, a 'User Name or E-mail:' label with a text input field containing 'myemail@email.com', a 'Password:' label with a masked password input field, a blue 'Login »' button with a red arrow pointing to it, a checked checkbox for 'Remember me on this computer', and two links: 'I've forgotten my password' and 'New Users: Register for an Account'.

# Introduction to Dimes for Engineering Utility (UTL) Permits

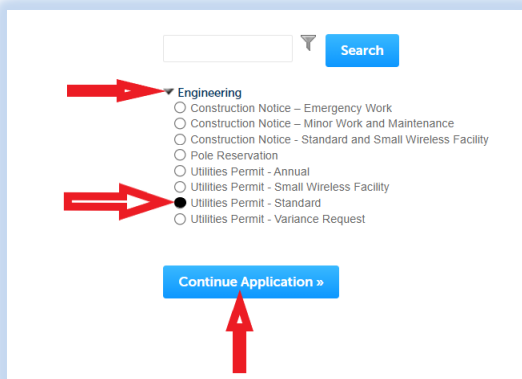
Read the General Disclaimer, select “I have read and accepted the above terms” check box, and select “Continue Application”.



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



If no selections are shown click on the Down Triangle to display the options. Select “Utilities Permit – Standard” 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.



# Introduction to Dimes for Engineering Utility (UTL) Permits

## 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.**

**Step 1: Application>Location**

Show Map

Address

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

Search Clear

Continue Application »

## 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 BRYS BLU1 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST FHYD FH1 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST FHYD FH2 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 PPED TP1 MESA, AZ 85201	MESA	AZ	85201

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13817003A	2	1027	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

# Introduction to Dimes for Engineering Utility (UTL) Permits

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: BRYS Unit No.: BUI

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 the “Select from Account” button. 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 Minimum  
Applicant 1

Select from Account Add New Look Up

Showing 1 of 0

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

Continue Application >

# Introduction to Dimes for Engineering Utility (UTL) Permits

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

The screenshot shows a web form titled "Select Contact from Account". The instructions state: "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". Below the instructions is a table with columns for Category, Type, and Name. Two rows are visible, both with "Associated Contact" as the category and "Organization" as the type. The first row is "Steve Fiber Saas Testing" and the second row is "Steve Fiber". A red arrow points to the radio button next to "Steve Fiber". Below the table are two buttons: "Continue" (highlighted in blue) and "Discard Changes". A red arrow points to the "Continue" button.

Category	Type	Name
Associated Contact	Organization	Steve Fiber Saas Testing
Associated Contact	Organization	Steve Fiber

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.**

The screenshot shows the "Select Contact from Account" form with the contact "Steve Fiber" selected. The "Type" dropdown is set to "Applicant". Below this, the instructions say: "Select contact addresses for this contact to attach to the record. Showing 1-2 of 2". A table lists two mailing addresses. The first row has "Mailing" checked and the address "1234 Test". The second row has "Mailing" unchecked and the address "2046 N 12th St". A red arrow points to the "Applicant" dropdown, another red arrow points to the "Mailing" checkbox in the first row, and a third red arrow points to the "Continue" button at the bottom.

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

# Introduction to Dimes for Engineering Utility (UTL) Permits

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: Project Information > Project Details

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: Project Information > Project Details**

**Detail Information**

\* Application Name:  
J789124 Fiber to Town Hall

\* General Description:  
J789124 Fiber to Town Hall - Fiber Feed

\* Detailed Description:  
J789124 Fiber to Town Hall - Trench 250' and Bore 350 feet of conduit and install equipment to feed the Town Hall Building 20 E Main Street.

**Utility Provider Information**

UTILITY PROVIDER INFORMATION

\* Utility Provider: City of Mesa

Utility Provider Project No.: J789124

# Introduction to Dimes for Engineering Utility (UTL) Permits

Continue with the “General” Information:

Make sure the Type of work is “Standard Project” and the “Applicant Job Title” is entered into the system. **Note: all other fields in the section are not required unless your project is using this type of work.**

**General**

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**GENERAL**

Project Location:

Engineering Project Manager:

Engineering Project Manager e-mail:

Customer Installed Conduit:  Yes  No

ROW Permit No.:

Building Permit No.:

Code Enforcement Case No.:

Temporary Traffic Control Permit No.:

Type of Work:

Project Name:

Mesa CIP No.:

\* Applicant Job Title:

Special Requirements:

Note: “AZ 811 #” must be used. If you don’t have a number use TBD to allow the record to continue.

\* Inspection Area:

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 #:

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**Permit Dates**

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**PERMIT DATES**

Scheduled Start Date:

Permit Issued Date:

Permit Expiration Date:

# Introduction to Dimes for Engineering Utility (UTL) Permits

Note: Locations is not required. Select "Continue Application"

The screenshot shows the 'Locations' section of the Dimes system. It contains two tables, both of which are empty. The first table, 'LOCATIONS', has columns for Location, Start Date, End Date, Contractor, Contact, Contact Phone Number, 24 Hr Emergency Contact Name, and 24 Hr Emergency Phone Number. The second table, 'PROJECT LOCATIONS', has columns for Starting Address, Ending Address, Street Direction, Street Name, Street Type, and Post Street Direction. Below the second table is a 'Continue Application >' button, which is highlighted with a red arrow.

### 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.

The screenshot shows the 'Documents' section of the Dimes system. It features a 'Documents' table with a header and a 'No records found' message. Below the table is an 'Add' button, which is highlighted with a red arrow.

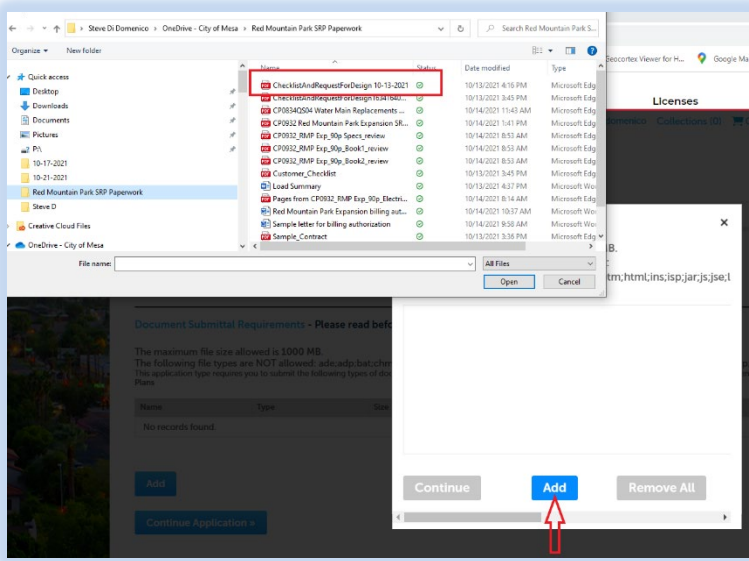
Select "Add".

The screenshot shows the 'File Upload' section of the Dimes system. It features a file upload area with a 'Continue' button, an 'Add' button, and a 'Remove All' button. The 'Add' button is highlighted with a red arrow.

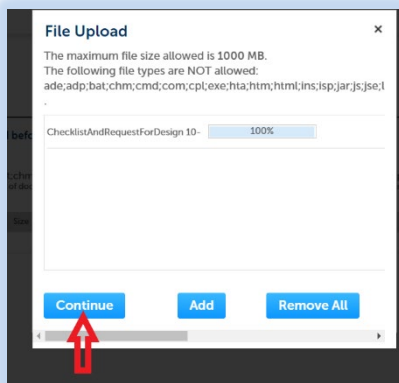


# Introduction to Dimes for Engineering Utility (UTL) Permits

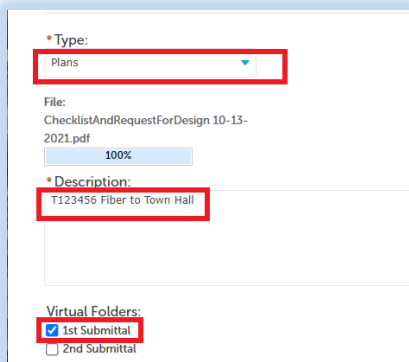
Locate the file from your computer and select “Add”.



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

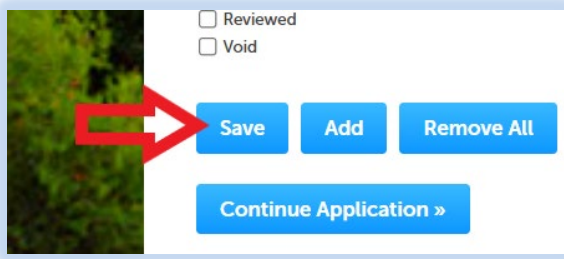


Select “Plans”, type in the “Description”, and select the appropriate submittal version for the “Virtual Folder”.

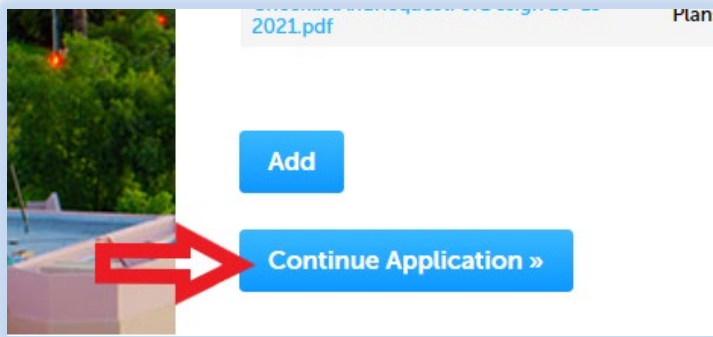


# Introduction to Dimes for Engineering Utility (UTL) Permits

Scroll down and select “Save”.

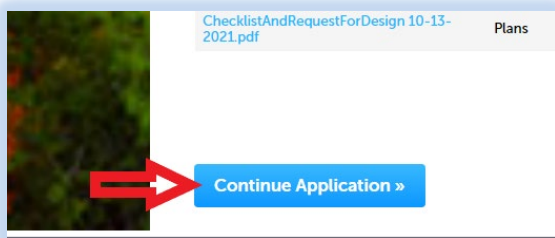


Select “Continue Application”.

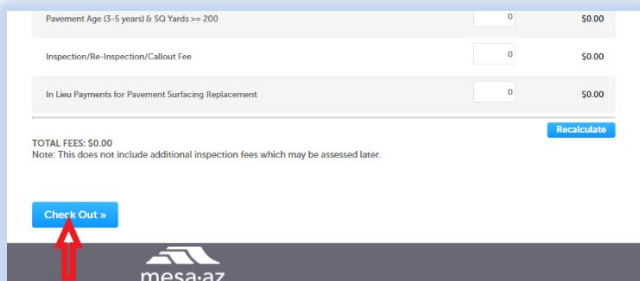


## Step 4: Review

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.**

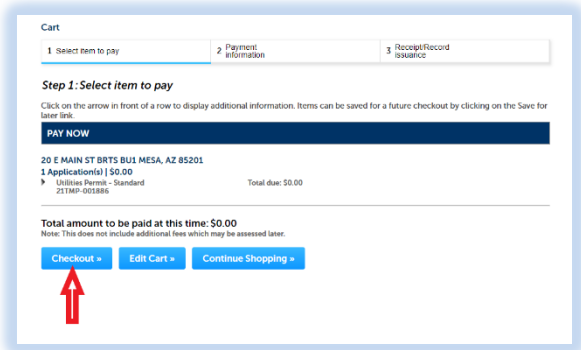


No fees will be collected at this time and select “Check Out” to continue.

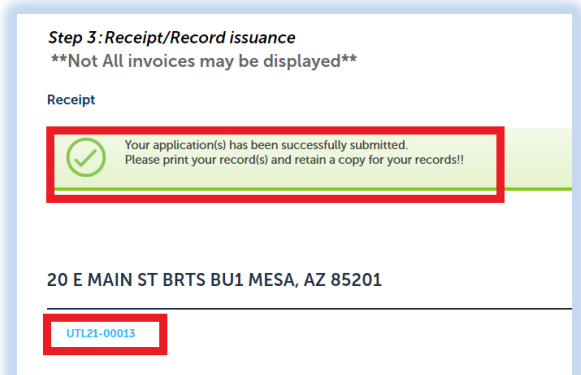


# Introduction to Dimes for Engineering Utility (UTL) Permits

Review fees to make sure they are not included as all fees will be collected prior to the permit being issued. Select “Checkout” to continue.




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



# Introduction to Dimes for Engineering Utility (UTL) Permits

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). Table 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/roads/>. Pavement age is required to complete the chart on the following page.

Pavement Cut Fee Table:

Pavement Age < 12 months (0-1 years)	
Cut Size < 200 sq ft	> 200 sq ft
Fee \$1,400 + \$142/Sq Yd	\$1,400 + \$142/Sq Yd

Pavement Age 12 months - 24 months (1-2 years)	
Cut Size < 200 sq ft	> 200 sq ft
Fee \$1,400 + \$142/Sq Yd	\$1,400 + \$142/Sq Yd

Pavement Age 24 months - 36 months (2-3 years)	
Cut Size < 200 sq ft	> 200 sq ft
Fee \$1,300 + \$131/Sq Yd	\$1,300 + \$131/Sq Yd

Pavement Age 36 months - 60 months (3-5 years)	
Cut Size < 200 sq ft	> 200 sq ft
Fee \$1,000 + \$101/Sq Yd	\$1,000 + \$101/Sq Yd

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.**

<small>Print name and signature of registered civil engineer. FOR 40% permits ONLY. Does not apply to Utility Permits.</small>	Print name & date:
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For City Use:

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

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

Notes:

Approved with Conditions or Denied: \_\_\_\_\_

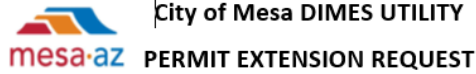
Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

2

# Introduction to Dimes for Engineering Utility (UTL) Permits

Once the UTL permit is issued, construction can commence for the next 120 calendar days. If work is not complete, one extension can be granted by filling out the permit extension request and emailing it to [ncu@mesaaz.gov](mailto:ncu@mesaaz.gov):



A permit extension is requested for the purpose contained in the original application and with the agreement of the Permittee that every condition listed will be faithfully performed, and said work performed and all materials furnished shall be in accordance and conformity with final approved plans and specifications. In such cases where plans are not required all work performed and all materials furnished shall be in accordance and conformity with current MAG Uniform Standard Specifications & Details as amended by the City of Mesa. Plan approval does not constitute an approval or permit for violation of any provisions of the MAG Uniform Standard Specifications & Details as amended by the City of Mesa. Construction shall begin within one hundred twenty (120) calendar days of issuance, or license approval shall become invalid and must be resubmitted for review and approval. Final plan approval is based on the applicant's signed design documents uploaded to the DIMES system with this permit application extension request. All errors and omissions on the design documents and permit application are the sole responsibility of the permittee.

UTL Permit Number: \_\_\_\_\_

Date of Original Issuance: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Applicant must complete all information and sign this form to request a **one-time** 120-day extension. Please send notification to [ncu@mesaaz.gov](mailto:ncu@mesaaz.gov) with the UTL record number and indicate you are requesting an extension in the subject line of the e-mail.

Note: Permits that have expired or have already been extended are not eligible for additional extensions. Please contact the inspector assigned to the project for any additional information regarding permit extensions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

COMPermitEXT\_7-29-2020