

Accessing the ACA Site

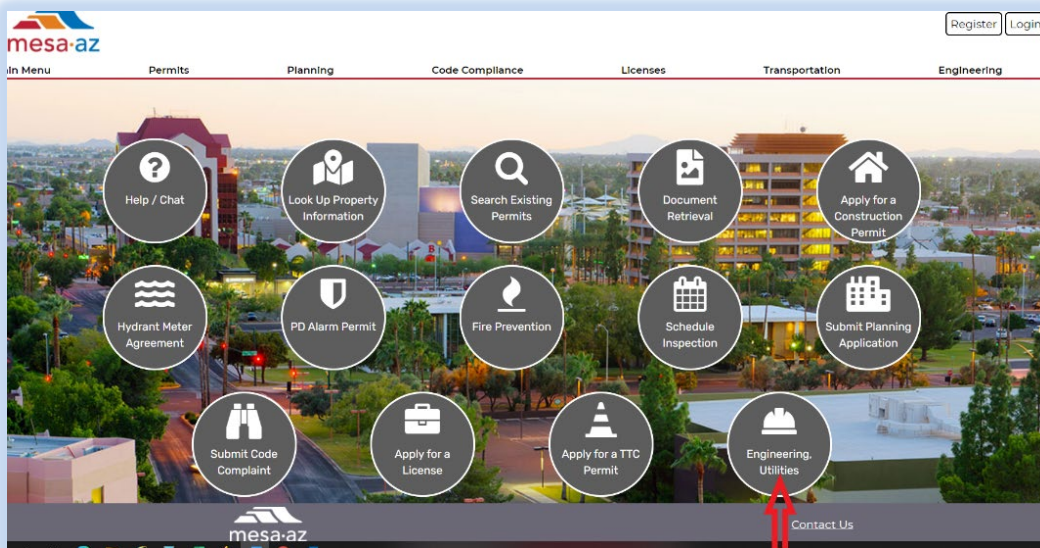
Objective: Ability to create an account and show proficiency in accessing the ACA site and create a Variance request application.

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”.

Login

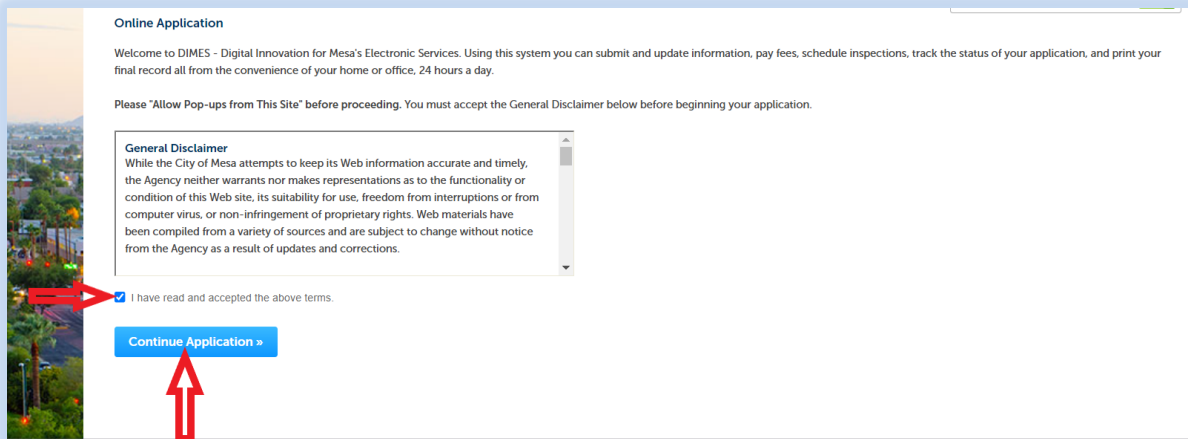
User Name or E-mail:

Password:

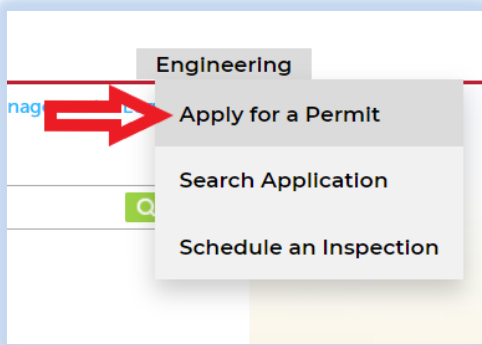
Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

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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.



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If no selections are shown click on the Down Triangle to display the options. Select “Utilities Permit – Variance Request” to request a variance 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, showing a list of options under the 'Engineering' heading. The options 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, Utilities Permit - Standard, and Utilities Permit - Variance Request. The 'Utilities Permit - Variance Request' option is selected with a blue radio button. Below the list is a blue button labeled 'Continue Application »'. Red arrows point to the 'Engineering' heading, the 'Utilities Permit - Variance Request' 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 contains several input fields: '*Street No.' (with '20' entered), 'Direction' (with 'E' selected), '*Street Name' (with 'MAIN' entered), and 'Street Type' (with '--Select--' selected). Below these are 'Unit Type' (with '--Select--' selected), 'Unit No.', 'City', 'State', and '* Zip'. At the bottom of the form are 'Search' and 'Clear' buttons, and a 'Continue Application »' button. Red boxes highlight the 'Street No.', 'Direction', and 'Street Name' fields. 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 BRYS BU1 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"/> 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: BRYS Unit No.: BU1

City: MESA State: AZ *Zip: 85201

Search **Clear**

Continue Application > **Save and resume later**

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Step 2: 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	Minimum
Applicant	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, choose 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 form titled "Select Contact from Account" for a contact named "Steve Fiber". The "Type" dropdown is set to "Applicant". Below, there is a table of contact addresses with two rows: "Mailing" at "1234 Test" and "Mailing" at "2046 N 12th St". The "Mailing" checkbox for the first address is checked. At the bottom, there are "Continue" and "Discard Changes" buttons. Red arrows point to the "Applicant" type, the checked "Mailing" checkbox, and the "Continue" button.

<input type="checkbox"/>	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 table with one contact: "Steve Fiber" of type "Applicant" with work phone "555-555-5555". A green checkmark and the text "Contact added successfully." are visible above the table. At the bottom, there is a "Continue Application »" button. A red arrow points to this button.

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

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Step 2: Project Information>Project Details

The Right of Way Manager may administratively approve a variance to the Engineering Design Standards where special conditions would result in unnecessary hardship. The special conditions must relate to the land or structures in question and generally involve topography, shape, size, location, or surroundings. The variance process should not be used to eliminate or reduce safety requirements. Furthermore, a variance cannot be granted unless evidence is presented that satisfies the conditions below.

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.

Detail Information

* Application Name:
PHO Mesa Cell Site 1234

* General Description:
PHO Mesa Cell Site 1234

* Detailed Description:
Variance to request the SES location to be moved from a ground installation to mounted on the pole. Due to limited locations in residential area and utility conflicts for ground locations this is required.

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Continue with the “General” Information:

Note: all other fields in the section are required.

GENERAL

Special Requirements:

* Type of Work: **Small Wireless Facility** ▼

* Describe the unique condition and circumstances (including size, shape, topography, locations or surroundings) which are peculiar to the land, structure or building which are not applicable in other lands, structures, or building in the same location.:
Variance to request the SES location to be moved from a ground installation to mounted on the pole. Due to limited

Describe how the alleged hardships caused by the literal interpretation of the provisions of the Engineering Design Standards results in more than personal inconvenience and financial hardship and that the alleged hardships were not created or self-imposed.:
Due to limited locations in residential area and utility conflicts for ground locations this is required.

Scroll down to continue with the “General” Information:

Note: all other fields in the section are required.

* Indicate why granting the variance will not interfere with the rights of other properties or businesses in the vicinity.:
SES on the streetlight pole will help avoid resident complaints and utility conflicts.

Acknowledge that the proposed site and equipment conform to the definitions in Arizona Revised Statutes § 9-591, et seq., and recognized in the Small Wireless Facility Terms and Conditions document and associated design standards:
The site will conform to ARS 9-591

* Explain why the unusual circumstance or special condition resulting in the installation being unable to conform to Small Wireless Facility Terms and Conditions and design standards.:
Due to limited locations in residential area and utility conflicts for ground locations this is required.

General Comments: ← Not Required

UTILITY PROVIDER INFORMATION

* Utility Provider: **Sprint Wireless** ▼ ←

* Variance to Existing Utility Permit: Yes No

Utility Permit Number:

Continue Application » ←

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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.

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 collecte Plans

Name	Type	Size	Late
No records found.			

Add **Continue Application >**

Select “Add”

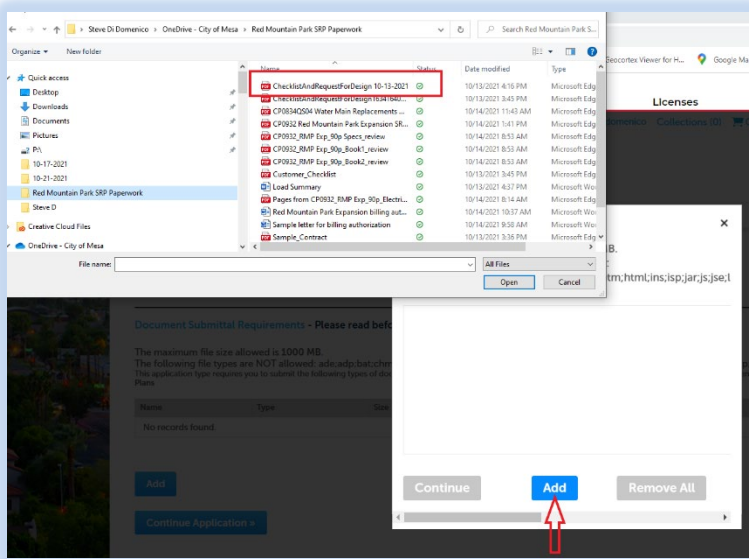
File Upload

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

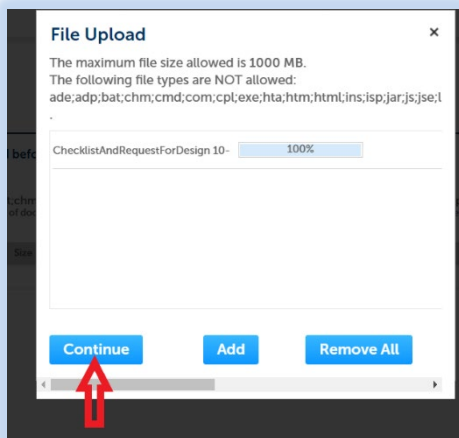
Continue **Add** Remove All

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

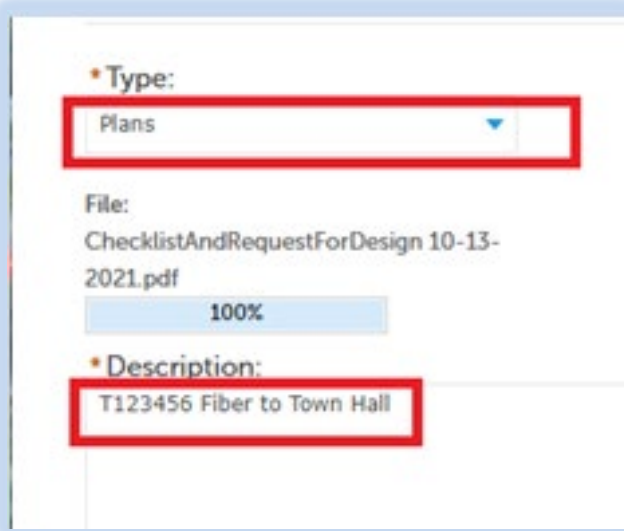


Note: Wait for the upload counter to reach 100% prior to selecting “Continue”.



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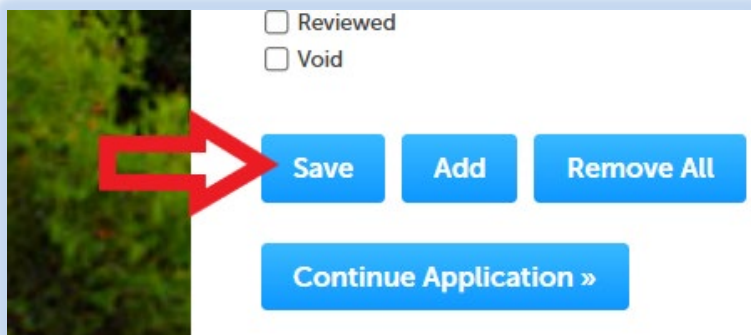
Select “Plans”, type in the “Description”, and choose the appropriate submittal version for the “Virtual Folder”.



The screenshot shows a form with the following fields:

- Type:** A dropdown menu with "Plans" selected. This field is highlighted with a red rectangle.
- File:** "ChecklistAndRequestForDesign 10-13-2021.pdf" with a "100%" progress indicator.
- Description:** A text input field containing "T123456 Fiber to Town Hall". This field is highlighted with a red rectangle.

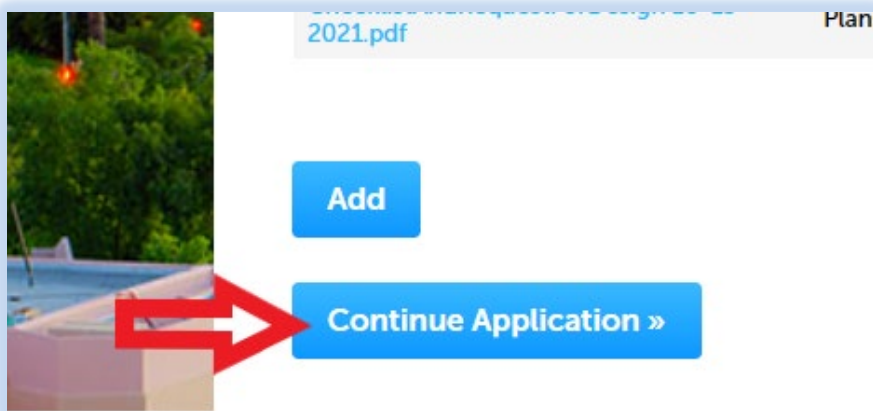
Scroll down and select “Save”.



The screenshot shows the bottom of the form with the following elements:

- Two checkboxes: "Reviewed" and "Void", both unchecked.
- Three blue buttons: "Save", "Add", and "Remove All". A red arrow points to the "Save" button.
- A blue button with a right-pointing arrow: "Continue Application »".

Select “Continue Application”.



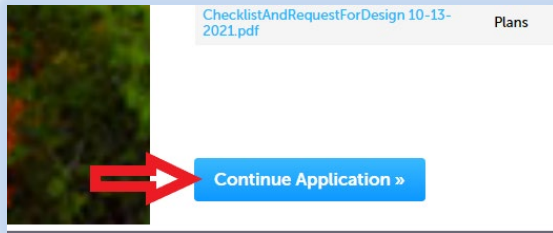
The screenshot shows the bottom of the form with the following elements:

- A blue button: "Add".
- A blue button with a right-pointing arrow: "Continue Application »". A red arrow points to this button.

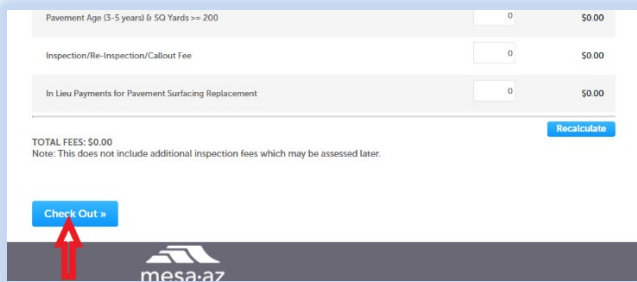
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Step 4: Review

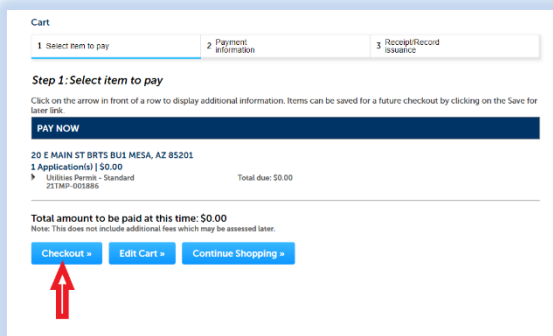
Scroll down and review the application for any errors or omissions. When it has passed quality control, select “Continue Application”. **Note: To Make changes to your application select the edit button for the area you need to correct.**



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



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




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