



CITY VIEW PORTAL

FARMLAND PRESERVATION RENEWAL FEE PAYMENT

EXISTING ACCOUNT GUIDE

LAND CONSERVATION DEPARTMENT  
3365 W. BREWSTER STREET, APPLETON, WI  
PHONE: 920-832-5073

## CITY VIEW PAY FARMLAND PRESERVATION RENEWAL FEE & VIEW CERTIFICATE

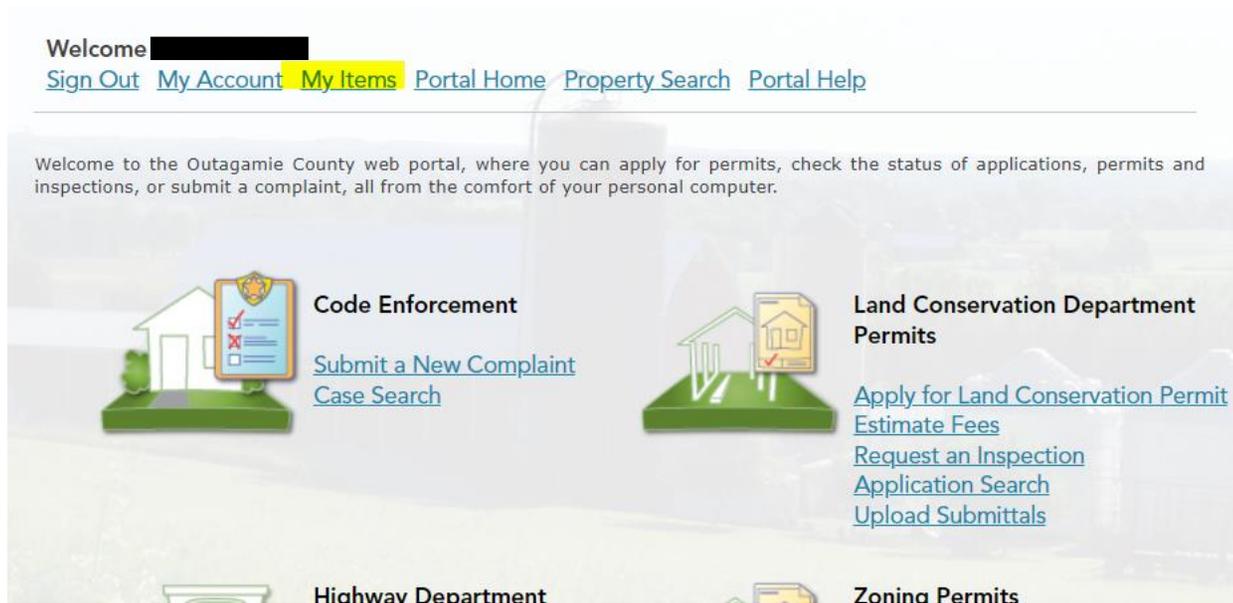
1. **Call (920) 832-5073 or Email ([sarah.kussow@outagamie.org](mailto:sarah.kussow@outagamie.org))** Outagamie County Land Conservation Department to verify that your email address (this needs to be the same email used for your portal account) has been added to your Farmland Preservation Certificate and to obtain your certificate number to link to. If you do not provide an email address you will not be able to link to your certificate to pay your renewal fee.
2. If you have an existing account **Sign In** to [Portal](#) .

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the Outagamie County web portal, where you can apply for permits, check the status of applications, permits and inspections, or submit a complaint, all from the comfort of your personal computer.

 <p><b>Code Enforcement</b> <a href="#">Submit a New Complaint</a> <a href="#">Case Search</a></p>	 <p><b>Land Conservation Department Permits</b> <a href="#">Apply for Land Conservation Permit</a> <a href="#">Estimate Fees</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>
 <p><b>Highway Department</b> <a href="#">Apply for a Highway Permit</a> <a href="#">Estimate Fees</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>	 <p><b>Zoning Permits</b> <a href="#">Apply for a Zoning or Sanitary Permit</a> <a href="#">Estimate Fees</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>

3. Select **My Items**.



4. Click the arrow next to My Farmland Preservation Program Certificate Application. You should now see your certificate with the option to Pay Fees. Select the Pay Fees button and skip to Step 11. If you do not see a certificate you will have to link to your account shown in the next steps.

**My Items**

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

– ▾ My Farmland Preservation Program Certificate Applications \_\_\_\_\_

Show Active ▾

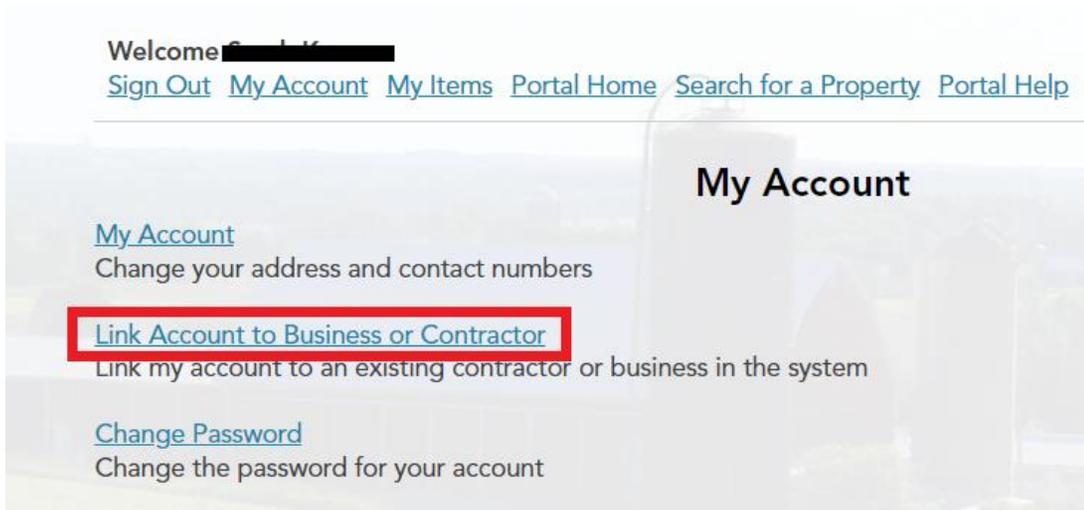
Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created ▾
<a href="#">LCWLI</a> [REDACTED]		070058700	Pending	05/17/2022
<input type="button" value="Upload Submittals"/>	<input type="button" value="Pay Fees"/>			

[Apply for an FPP Certificate](#)

5. Select “My Account” on the top ribbon.



6. Then select “Link Account to Business or Contractor”.



7. Say “No” to associating your account to a Contractor License and “Yes” to linking to existing Business License.

**Link Account to a Contractor or Business**

Would you like to associate your account with an existing Contractor license?

**Link Account to a Contractor or Business**

Would you like to associate your account with an existing Contractor license?

Would you like to associate your account with an existing Business license?

8. Enter in your certificate/license number then click search. Then click “Register as this Business” listed below your certificate.

**Link Account to a Contractor or Business**

Would you like to associate your account with an existing Contractor license?	No
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Would you like to associate your account with an existing Business license?	Yes
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Enter your license or issuance number:

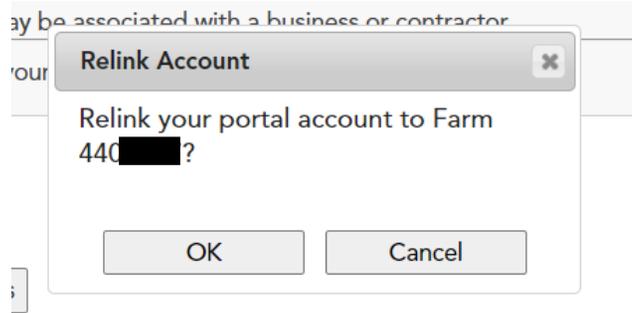
Note: Only a single account may be associated with a business or contractor.

Click on the license to link your portal account to that license.

Farm 440 [REDACTED]

~~JOHN SCHWENZER ND~~

9. Click OK on the next pop up.



10. Repeat steps 3 & 4 to access fee payment option.

11. Review that the fee amount. It should be \$50. If another amount is shown contact the Land Conservation Department.

A screenshot of a web application interface for "Fee Payment - Fees". At the top, there are three steps: "Step 1: Fees" (highlighted in orange), "Step 2: Payment Information", and "Step 3: Confirmation". Below the steps is a table with the following data:

Fee Type	Amount	Amount Paid
Working Lands Initiative Fee	\$50.00	\$0.00
<b>Totals:</b>	\$50.00	\$0.00
<b>Total Amount Owning:</b>	\$50.00	

At the bottom of the screen, there are two buttons: "Cancel" and "Next Step: Payment Information", which is highlighted with a red box.

12. Enter in credit card or e-check information or and select “Next Step: Confirmation” to submit.

**Step 1:**  
Fees

**Step 2:**  
Payment Information

**Step 3:**  
Confirmation

### Fee Payment - Payment Information

Required information is indicated with an asterisk (\*).

▼ **Credit Card Information**

Card Type\* VISA ▼

Card Number:\*

Expiry Date:\* --Select-- ▼ --Select-- ▼

Pay Amount: \$50.00