



CITY VIEW PORTAL

FARMLAND PRESERVATION RENEWAL FEE PAYMENT

NEW ACCOUNT GUIDE

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

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

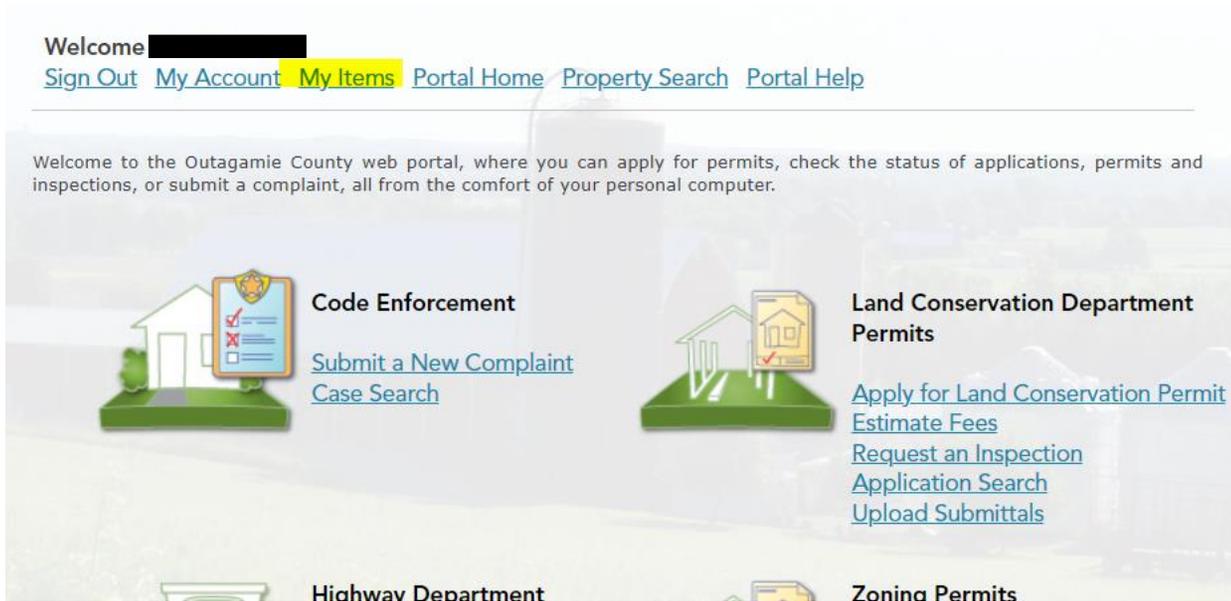
1. **Call (920) 832-5073 or Email ([sarah.kussow@outagamie.org](mailto:sarah.kussow@outagamie.org))** at Outagamie County Land Conservation Department to provide an email address to be added to your Farmland Preservation Certificate. If you do not provide an email address you will not be able to link to your certificate to pay your renewal fee.
2. Register for a City View Portal Account following the instructions at the link below:  
[Register for City View Portal Account](#)  
\*You will need to use the same email address with your portal account that you provided in step 1 in order for this to work\*
3. Once account is activated Sign in to [City View Portal](#) .



The screenshot shows the City View Portal website. At the top, there is a navigation bar with links: [Sign In](#) (highlighted with a red box), [Register](#), [Portal Home](#), [Property Search](#), and [Portal Help](#). Below the navigation bar is a welcome message: "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." The main content area is divided into four service categories, each with an icon and a list of links:

- Code Enforcement** (Icon: House with checklist):
  - [Submit a New Complaint](#)
  - [Case Search](#)
- Highway Department** (Icon: Truck with orange cone):
  - [Apply for a Highway Permit](#)
  - [Estimate Fees](#)
  - [Application Search](#)
  - [Upload Submittals](#)
- Land Conservation Department Permits** (Icon: House with document):
  - [Apply for Land Conservation Permit](#)
  - [Estimate Fees](#)
  - [Application Search](#)
  - [Upload Submittals](#)
- Zoning Permits** (Icon: House with document):
  - [Apply for a Zoning or Sanitary Permit](#)
  - [Estimate Fees](#)
  - [Application Search](#)
  - [Upload Submittals](#)

4. Select **My Items**.



5. 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.

**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="#">LCWLI2022</a> [REDACTED]		070058700	Pending	05/17/2022
<input type="button" value="Upload Submittals"/>	<input type="button" value="Pay Fees"/>			

[Apply for an FPP Certificate](#)

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

Step 1: Fees      Step 2: Payment Information      Step 3: Confirmation

### Fee Payment - Fees

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	

7. Enter in credit card information 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\*  ▼

Card Number:\*

Expiry Date:\*  ▼  ▼

Pay Amount: \$50.00

