



CITY VIEW PORTAL

REGISTRATION

GUIDE

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

## CITY VIEW ANIMAL WASTE STORAGE PERMITS

### 1. Select **Apply for Land Conservation Permit**.

[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>
 <p><b>Planning Requests</b> <a href="#">Apply for a Planning Permit</a> <a href="#">Estimate Fees</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>	 <p><b>Farmland Preservation Program</b> <a href="#">Apply for an FPP Certificate</a> <a href="#">Certificate Search</a> <a href="#">Upload Submittals</a></p>
 <p><b>Property Information</b> <a href="#">Search for a Property</a></p>	

2. Select appropriate Animal Waste Storage Permit Type (AWS).

The screenshot shows a multi-step process for a permit application. At the top, a progress bar consists of nine chevron-shaped steps: Step 1: Application Type (highlighted in orange), Step 2: Permit Type, Step 3: Work Items, Step 4: Description of Work, Step 5: Location, Step 6: Contacts, Step 7: Upload Files, Step 8: Review & Submit, and Step 9: Submitted.

The main content area is titled "Permit Application - Description and Type" and includes a note: "Required information is indicated with an asterisk (\*)."

The form contains the following fields:

- "Choose the application type: \*" with a dropdown menu showing "Land Conservation".
- "Please categorize the nature of the work being done: \*" with a dropdown menu.
- "Please describe the work being done: \*" with a text area containing a list of options: "AWS Alteration - No Add Livestock", "AWS Closure", "AWS Expansion - Add Livestock", "AWS New Waste Storage", "Drainage Project", and "Pond Project". The first three options are enclosed in a red rectangular box.

At the bottom of the form, there is a "Limit 4000 characters" label and two buttons: "Cancel" and "Next Step: Permit Type".

3. Type in brief description of work being done.

**Step 1: Application Type** Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location

Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Description and Type

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

Choose the application type: \* Land Conservation ▼

Please categorize the nature of the work being done: \* AWS New Waste Storage ▼

Please describe the work being done: \* New waste storage for dairy farm.

Limit 4000 characters

Cancel Next Step: Permit Type

4. Permit Type. Permit type should be automatically checked based on type chosen in previous step. If an additional permit is needed such as Erosion Control, check the box.

The screenshot displays a multi-step process for permit application. At the top, a progress bar consists of nine chevron-shaped steps: Step 1 (Application Type, green), Step 2 (Permit Type, orange), Step 3 (Work Items, grey), Step 4 (Description of Work, grey), Step 5 (Location, grey), Step 6 (Contacts, grey), Step 7 (Upload Files, grey), Step 8 (Review & Submit, grey), and Step 9 (Submitted, grey). Below the progress bar is the main form area titled "Permit Application - Select Permit Types". A note states "Required information is indicated with an asterisk (\*)". A dropdown menu is open, showing the instruction "Please choose as many Permits as are appropriate." Below this, a list of permit types is shown with checkboxes: "Animal Waste Storage" (checked), "Drainage Project Permit", "Erosion Control", "Misc. Work in Right of Way", "Recreational Pond Permit", and "Stormwater". At the bottom of the form, there are two buttons: "Previous Step: Application Type" and "Next Step: Work Items".

**Step 1:** Application Type

**Step 2:** Permit Type

**Step 3:** Work Items

**Step 4:** Description of Work

**Step 5:** Location

**Step 6:** Contacts

**Step 7:** Upload Files

**Step 8:** Review & Submit

**Step 9:** Submitted

**Permit Application - Select Permit Types**

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

▼ Please choose as many Permits as are appropriate.

- Animal Waste Storage
- Drainage Project Permit
- Erosion Control
- Misc. Work in Right of Way
- Recreational Pond Permit
- Stormwater

Previous Step: Application Type    Next Step: Work Items

5. Check appropriate work item for permit type selected.

**Permit Application - Work Items**  
Required information is indicated with an asterisk (\*).

— ▼ **Animal Waste Storage Permit** —

Please choose as many work items as are appropriate.

Alteration without Additional Livestock

Expansion with Additional Livestock

New Waste Storage

Previous Step: Permit Type   Next Step: Description of Work

6. Enter the number of animal units that the waste storage facility is designed for if it is a New Waste Storage or Expansion with Additional Livestock. To calculate animal units: <https://datcp.wi.gov/Documents/LSWorksheet1.pdf>



### Permit Application - Description of Work

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

— ▼ Animal Waste Storage Permit Work Items —

**New Waste Storage**

Animal Units: \*

Please enter the quantity for this work item in the units specified

- 7. Add the location of the project to the permit by typing in the parcel number or address in the search for location or click Find Location in Map or Find Locations Near Me.

**Permit Application - Location of Work Being Done**

Required information is indicated with an asterisk (\*).  
A valid address or parcel number shall be provided.

**Locations**

[Find location in Map](#)

Location Type(s) to Search For:

Search for location:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

The location you have selected:

8. Add any additional applicants if applicable.



### Permit Application - Contacts

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

Type	Contact
Property Owner	OUTAGAMIE COUNTY, Address:320 S WALNUT ST
Applicant	██████████ Address:3365 West Brewster St., WI

[Add New Contact](#) | [Add Business Or Contact From Address Book](#)

9. Upload Files. This is where you can upload construction plans, nutrient management plan, wetland delineation, flood study, or grading, drainage, and erosion control plan. If you do not have documents you can upload them at a later date.

**Permit Application - Upload Documents**

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 150MB in size.
- Accepted file extensions:
  - doc, docx, txt, rtf, xls, xlsx, jpg, gif, bmp, pdf, tiff, dwg, cad
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

**Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.**

▼ Current Submittal

Submittal #1) Permit Application Submittal (09/16/2019) [Print Requirement Items](#)

Type	Status	Date Verified
▼ Grading, drainage, and erosion control plan ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Nutrient Management Plan ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Construction Plans ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Wetland Delineation ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Flood Study ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		

10. Review and Submit. Review application to make sure everything is correct. You will also see a fee that can be paid online by credit or e-check, in person with cash or check, or by mail with check.

**Permit Application - Review & Submit**

Please review the information below and if it is correct, press the submit application button to submit your application.

— ▼ Permit Information —

Permit Type: Land Conservation  
 Category of Work: AWS New Waste Storage  
 Description of Work: New waste storage for dairy farm.  
 Locations: Address  
 3365 W BREWSTER ST, Appleton, WI 54914  
 Property  
 101091400  
 Contacts: Property Owner  
 OUTAGAMIE COUNTY, Address:320 S WALNUT ST  
 Applicant  
 [REDACTED] Address:3365 West Brewster St., WI

— ▼ Permit: Animal Waste Storage —

**New Waste Storage:**  
 Animal Units: 200

— ▼ Fees —

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Animal Waste Storage Permit	\$250.00	\$0.00	\$250.00	Not Paid
<b>Totals:</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	

Permit will not be issued until fee is paid. **Payment options are: (1) pay on-line by credit card or E-Check; (2) By Mail or At County Offices by cash or check - please reference Application #.**

Total Amount Payable Online: \$250.00

**I hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge and belief.**

Do you agree?: \*

Type the characters you see in the image below to continue.



Previous Step: Upload Files
Submit Application
Cancel Application

11. Once you have submitted the application you will see the option to pay fees online.

**Permit Application - Submitted**  
Application Number: **PRLCD201900312**

[Print This Page](#)

Thank you for your application. Please note that your application will not be reviewed until the Application Fee has been paid. **Payment options are: (1) pay on-line by credit card or E-Check; (2) By Mail or At County Offices by cash or check - please reference Project #.** Please allow 3-5 business days for your application to be reviewed.

There are fees totaling **\$250.00** owing on this application.

[Pay Fees Online](#)

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**Permit Information**

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Property  
101091400  
Contacts: Property Owner  
OUTAGAMIE COUNTY, Address: 320 S WALNUT ST  
Applicant  
[REDACTED] Address: 3365 West Brewster St., WI

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**Permit: Animal Waste Storage**

**New Waste Storage:**  
Animal Units: 200

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**Documents & Images**

No documents are currently available for viewing.

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.