



CITY VIEW PORTAL

REGISTRATION

GUIDE

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

CITY VIEW POND PERMITS

1. 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.



Code Enforcement

[Submit a New Complaint](#)
[Case Search](#)



Land Conservation Department Permits

[Apply for Land Conservation Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)



Highway Department

[Apply for a Highway Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)



Zoning Permits

[Apply for a Zoning or Sanitary Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)

2. 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>Code Enforcement Submit a New Complaint Case Search</p>	 <p>Land Conservation Department Permits Apply for Land Conservation Permit Estimate Fees Application Search Upload Submittals</p>
 <p>Highway Department Apply for a Highway Permit Estimate Fees Application Search Upload Submittals</p>	 <p>Zoning Permits Apply for a Zoning or Sanitary Permit Estimate Fees Application Search Upload Submittals</p>
 <p>Planning Requests Apply for a Planning Permit Estimate Fees Application Search Upload Submittals</p>	 <p>Farmland Preservation Program Apply for an FPP Certificate Certificate Search Upload Submittals</p>
 <p>Property Information Search for a Property</p>	

3. Select Pond Project.

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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: *

Please categorize the nature of the work*
being done:

Please describe the work being done: *

- AWS Alteration - No Add Livestock
- AWS Closure
- AWS Expansion - Add Livestock
- AWS New Waste Storage
- Drainage Project
- Pond Project

Limit 4000 characters

Cancel

Next Step: Permit Type

4. Type in brief description of work being done.

Permit Application - Description and Type
Required information is indicated with an asterisk (*).

Choose the application type: *

Please categorize the nature of the work * being done:

Please describe the work being done: *

Limit 4000 characters

5. 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.

Permit Application - Select Permit Types
Required information is indicated with an asterisk (*).

— ▼ Please choose as many Permits as are appropriate. _____

<input type="checkbox"/> Animal Waste Storage
<input type="checkbox"/> Drainage Project Permit
<input type="checkbox"/> Erosion Control
<input type="checkbox"/> Misc. Work in Right of Way
<input checked="" type="checkbox"/> Recreational Pond Permit
<input type="checkbox"/> Stormwater

6. Work Items- Check the box for Recreational Pond Permit.

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

— ▼ Recreational Pond Permit Permit —————

Please choose as many work items as are appropriate.

Recreational Pond

7. Enter the quantity. (This will likely just be 1, unless project involves more than 1 pond)

Permit Application - Description of Work
Required information is indicated with an asterisk (*).

— ▼ Recreational Pond Permit Permit Work Items —————

Recreational Pond

Qty: *

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

- 8. 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.

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](#)

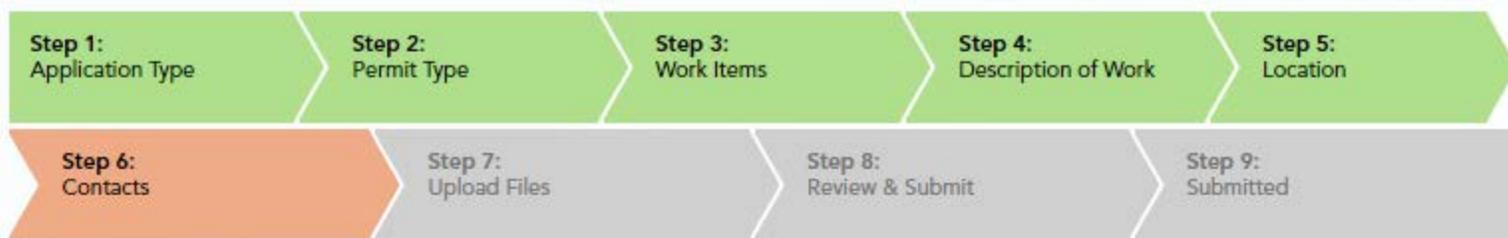
Location Type(s) to Search For:

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:

9. 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](#)

10. Upload Files. This is where you can upload construction plans. 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 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
Construction Plans	Pending	

Select a new document for this requirement:

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

11. 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: Pond Project
Description of Work: Creating 1 acre pond on my land.
Locations: Address
3365 W BREWSTER ST, Appleton, WI 54914
Property
101091400
Contacts: Property Owner
OUTAGAMIE COUNTY, Address:320 S WALNUT ST
Applicant
Sarah Kussow, Address:3365 West Brewster St., WI

▼ Permit: Recreational Pond Permit

Recreational Pond :

Qty: 1

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Pond Assistance Fee	\$250.00	\$0.00	\$250.00	Not Paid
Totals:	\$250.00	\$0.00	\$250.00	

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

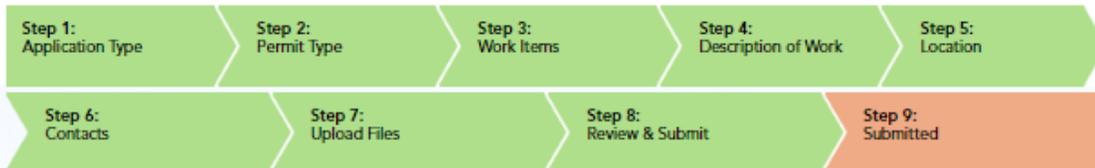
I hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge and belief.

Do you agree?: *

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



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



Permit Application - Submitted

Application Number: **PRLCD201900314**

[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](#)

— ▼ Permit Information

Permit Type: Land Conservation
 Category of Work: Pond Project
 Description of Work: Creating 1 acre pond on my land.
 Locations: Address
 3365 W BREWSTER ST, Appleton, WI 54914
 Property
 101091400
 Contacts: Property Owner
 OUTAGAMIE COUNTY, Address:320 S WALNUT ST
 Applicant
 Sarah Kussow, Address:3365 West Brewster St., WI

— ▼ Permit: Recreational Pond Permit

Recreational Pond :
 Qty: 1

— ▼ Documents & Images

No documents are currently available for viewing.