

Quick Guide to CityView Web Portal Application POWTS Holding Tanks

Visit the webpage: <https://cityview.outagamie.org/>

Before applying, contact one of our Code Inspectors as a Holding Tank Servicing Contract and Holding Tank Agreement are required

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- [Register](#) as a new user OR [Sign In](#) with your existing e-mail address and password
- Prior to starting your application, please have all documents ready in Word or PDF format
- Under **Zoning Permits** you will *Apply for a Zoning or Sanitary Permit*
- **STEP 1: PROJECT DESCRIPTION**
 - A dropdown for Application Type will appear - Choose **POWTS**
 - Nature of the work being done - Choose **New** or **Replacement** System
 - Describe work being done – Example: 3 bedroom at grade system
 - Sanitary Permit Details – include all tank information, county or state review, system sizing, gallons per day, etc.
 - Choose **Next Step** at the bottom of the page
- **STEP 2: PERMIT TYPE**
 - POWTS will already be selected - Choose **Next Step** at the bottom of the page
- **STEP 3: WORK ITEM**
 - Select the applicable work item based on the POWTS type (select only 1)
 - Choose **Next Step** at the bottom of the page
- **STEP 4: DESCRIPTION OF WORK**
 - Qty will always be 1 - Choose **Next Step** to enter Location
- **STEP 5: LOCATION**
 - Search for Address – Enter the physical address of the replacement system
 - As you type, your address will appear in bold letters, then click on it to add it to the “Location You Have Selected” box - Choose **Next Step**
 - For new construction without an address, provide an accurate tax parcel number for the site (provided by builder or found on the [GIS map](#))
 - Choose **Next Step** at the bottom of the page

- **STEP 6: CONTACTS**

- Ensure the information that populates is correct - Choose **Add New Contact** if you have other contacts you'd like included as part of the application

- **STEP 7: UPLOAD FILES**

- Upload documentation under the Application Packet, such as tank cross sections, site plans, maintenance and contingency plans, soil tests, etc.
 - If you don't have your documents ready, you can upload them once the application is submitted by choosing **My Items** at the top of the page

- **STEP 8: REVIEW & SUBMIT**

- Review carefully, review the statement, and check the box **Do you agree?**
- Enter characters in the white box and choose **Submit Application** at the bottom

- **SUMMARY PAGE**

- Note the PRPWT20XXXXXXX application number at the top of the page, which can be printed
- The application is submitted & will be reviewed once payment is received

- **PAYMENT OPTIONS**

- E-check (\$0.25 non-refundable fee) – available online
- Credit/Debit Card (2.2% non-refundable fee) – available online or in-office during business hours
- Check – drop-off during business hours or mail to: Outagamie County DLS, 320 S. Walnut St., Appleton, WI 54911

If you have any questions in regards to the application process through CityView, please contact Cassie.Ingalls@outagamie.org

If you have specific questions about the required documents, please contact Ryan.Heyrman@outagamie.org or Alex.Calaway@outagamie.org