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.
2. Select appropriate Animal Waste Storage Permit Type (AWS).
3. Type in brief description of work being done.

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
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.
5. Check appropriate work item for permit type selected.

![Permit Application - Work Items](image)

- Animal Waste Storage Permit

Please choose as many work items as are appropriate.
- [ ] Alteration without Additional Livestock
- [ ] Expansion with Additional Livestock
- [x] New Waste Storage
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](https://datcp.wi.gov/Documents/LSWorksheet1.pdf)
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.
8. Add any additional applicants if applicable.

<table>
<thead>
<tr>
<th>Type</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner</td>
<td>OUTAGAMIE COUNTY, Address: 320 S WALNUT ST</td>
</tr>
<tr>
<td>Applicant</td>
<td>Address: 3365 West Brewster St., WI</td>
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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.
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.
11. Once you have submitted the application you will see the option to pay fees online.