CITY VIEW DRAINAGE PROJECT PERMIT

1. **Sign In** to Portal.

Welcome to the Outagamie County web portal, where you can apply for permits, check the status of applications, permits, 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.**
3. Select Drainage Project.

4. Type in brief description of work being done.
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.
6. Check appropriate work item(s) for permit type selected.

- **Drainage Project Permit**

  Please choose as many work items as are appropriate.
  - [ ] Drainage Construction Staking
  - [✓] Drainage Permit Application
  - [✓] Drainage Survey

 Previous Step: Permit Type  Next Step: Description of Work
7. Enter the quantity for each work item. (This will typically be 1 for each item)
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 or Find Locations Near Me.
9. 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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10. Upload Files. This is where you can upload construction plans, 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.
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.
12. Once you have submitted the application you will see the option to pay fees online.