CITY VIEW POND PERMITS

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

- **Highway Department**
  - Apply for a Highway Permit
  - Estimate Fees
  - Application Search
  - Upload Submittals

- **Land Conservation Department**
  - Permits
  - Apply for Land Conservation 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 Pond 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. **Work Items** - Check the box for Recreational Pond Permit.

7. Enter the quantity. (This will likely just be 1, unless project involves more than 1 pond)
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.
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>[Redacted] Address: 3365 West Brewster St., WI</td>
</tr>
</tbody>
</table>

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, jpeg, 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. kidkis3873.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.
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.
  Location:
  Address: 2363 W BREWSTER ST, Appleton, WI 54914
  Property: 101091400
  Contacts:
  Property Owner: OUXQUASSE COUNTY, Address: 320 S WALNUT ST
  Applicant: Sarah Kuzsew, Address: 3166 West Brewster St, WI

- Permit: Recreational Pond Permit

  Recreational Pond:
  Qtv: 1

- Fees

<table>
<thead>
<tr>
<th>Paid Fees</th>
<th>Amount</th>
<th>Paid</th>
<th>Owing</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Outstanding Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pond Assistance Fee</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$250.00</td>
<td>Not Paid</td>
</tr>
<tr>
<td>Totals:</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

[Image of characters to be entered]
12. Once you have submitted the application you will see the option to pay fees online.
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.

--- 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: OUTFAGAMIE COUNTY, Address: 220 S WALNUT ST
- Applicant: Sarah Kuerschner, Address: 3365 West Brewster St., WI

--- Permit: Recreational Pond Permit ---

Recreational Pond:
- Qty: 1

--- Documents & Images ---

No documents are currently available for viewing.