

Quick Guide to CityView Web Portal Application

Drain Field Replacement only or Mound Core Out

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

- 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 **Replacement**
- Describe work being done - Enter **Drain Field Replacement** or **Mound Core Out**
- Provide an existing permit # for POWTS
- Include all tank information for the septic tank and/or the pump chamber
- Include all dispersal information
- 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 Items

- Select **Drain Field Replacement** if tank is existing on the property and the drain field is the only component being replaced
- If coring a mound system select **BOTH** **Mound** and **Drain Field Replacement**
- 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**

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 PRPWT20XXXXXX 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 questions about the required documents or the application process, please contact

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