

Quick Guide to CityView Web Portal Application POWTS Renewal

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

Before applying, contact one of our Code Inspectors

Alex Calaway, Alex.Calaway@outagamie.org, 920-832-6032

Ryan Heyrman, Ryan.Heyrman@Outagamie.org, 920-832-6033

- 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: Contact Code Inspector

- Fees for a Renewal Permit must be manually added to the existing POWTS Permit.
- Permits and renewals are good for 2 years from the date of issuance. Renewals must be paid before the permit expires.

Step 2: Pay Fees

- Choose **My Items** – Expand **My Zoning or Sanitary Permits**
- Choose **Pay Fees** on the appropriate permit
- 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 the application and site plan are remaining the same, no further steps are necessary

If you have questions about the application process, please contact

ryan.heyrman@outagamie.org or Alex.Calaway@outagamie.org