



Outagamie County Erosion Control & Stormwater Permit Guide

All Outagamie County Permit Applications must be submitted through CityView - <https://cityview.outagamie.org/>

The following guides are available to help you navigate the online system:

- [Outagamie County Zoning Permit Info:](#) will help you determine what permits are required for your project
- [Quick Guide to the CityView Web Portal:](#) will help you identify how to apply for specific permits
- [CityView Portal Registration Guide](#) or [Video:](#) will help you register for an online CityView Portal Account
- [CityView Zoning Application Guide:](#) has specific information regarding zoning permit applications
- [Erosion Control & Stormwater Site Plan Checklists:](#) checklist document for site plan development

For additional help, please contact Staff via our [Staff Directory](#).

Once you have determined that your project will require Erosion Control and/or Stormwater Permit(s), please submit your application ensuring the below information is included. Only complete applications can be reviewed for permit issuance.

<u>EROSION CONTROL PERMIT APPLICATIONS</u>	<u>STORMWATER PERMIT APPLICATIONS</u>
<ul style="list-style-type: none">• Contacts Information (email & Phone #'s)<ul style="list-style-type: none">○ Property Owner○ Permit Applicant○ General Contractor(s)• For Projects under 43,560 ft² of land disturbance<ul style="list-style-type: none">○ Site Plan○ Review Site Plan Checklist• For Projects over 43,560 ft² of land disturbance<ul style="list-style-type: none">○ Written Erosion Control Plan○ Engineered Erosion Control Plan○ Financial Guarantee• Additional Documents as needed or required• Appropriate Application Fee	<ul style="list-style-type: none">• Contacts Information (email & Phone #'s)<ul style="list-style-type: none">○ Property Owner○ Permit Applicant○ General Contractor(s)• For Projects under 20,000 ft² of impervious area<ul style="list-style-type: none">○ Site Plan○ Review Site Plan Checklist• For Projects over 20,000 ft² of impervious<ul style="list-style-type: none">○ Engineered Stormwater Management Plan○ Stormwater Facility Operations & Maintenance Plan○ Stormwater Facilities Maintenance Agreement○ Financial Guarantee• Additional Documents as needed or required



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

- Register as a new user OR Sign In with your existing e-mail address and password
- Please have all documents ready in Word or PDF to upload before starting your application.
- Under **Zoning Permits** click on *Apply for a Zoning or Sanitary Permit*
- **STEP 1: APPLICATION TYPE**
 - A dropdown for **Application type** will appear Select **Zoning Permits**
 - **Please categorize the nature of the work being done** - Choose one of the types of zoning permits needed, additional information will be required depending on the type you choose
 - **Please describe the work being done** - Include a brief narrative describing your project
 - **Please give your project a name** - EXAMPLE: John Doe Single Family Home Project
 - Choose a **Building Use** from the dropdown menu
 - Check any and all boxes that apply to your specific project. Click **Next Step** at the bottom of the page
- **STEP 2: PERMIT TYPE**
 - Using the Checkboxes, ensure all permits that are required for your specific project are checked
- **STEP 3: WORK ITEMS**
 - Using the Checkboxes, choose the work items that will apply to your permit
 - Erosion Control Permit - Total land disturbance of the project
 - Stormwater Permit - Total amount of impervious surfaces being proposed for your project
- **STEP 4: DESCRIPTION OF WORK**
 - Enter the total amount of area for each permit type in square feet.
- **STEP 5: LOCATION(S)**
 - **Search for Address** – Enter the physical address of the site, including all properties/parcels
 - As you type, it will populate addresses, once your address appears in bold letters, click the address and it will show up in **The location you have selected** box
 - For a new construction house without an address, please provide a correct tax parcel number of the site, which can be found on the [GIS Map](#) or from the owner/builder. Click **Next Step**
- **STEP 6: CONTACTS**
 - Ensure the information that populates on the page is correct & please add additional contacts by clicking [Add New Contact](#)
 - **The following contacts and contact information (email & phone number) MUST be included in the application in order for the application to be considered complete:**
 - Property Owner(s)
 - General Contractor(s)
 - Additional contacts can be added, if known:
 - Landscaping Company
 - Excavating Company
 - Person(s) responsible for Erosion Control BMP's



Department of Development and Land Services

Planning & Zoning | GIS & Land Information

320 S. Walnut St | Appleton, WI 54911

Outagamie County Government Center, 3rd Floor

Phone: 920-832-5255 | Fax: 920-832-4770

www.outagamie.org

- **STEP 7: UPLOAD FILES**

- Upload any required application documents (See Page 1 for requirements)
- Additional documents that could be required, may include: WDNR Permitting, WDOT Permitting, US Army Corps of Engineers Permitting, Wetland Delineations, Flood Studies, etc.

- **STEP 8: REVIEW & SUBMIT**

- Review all information on this page
- Read the statement at the bottom of the page and check the box **Do you agree?**
- Enter in the characters shown in the white box
- Click **Submit Application** at the bottom of the page

- **SUMMARY PAGE**

- Please note the PRDC20XXXXXX number at the top of the page & can be printed for reference
- Your application is now submitted & will be reviewed once payment is made

- **PAYMENT OPTIONS**

- Once the application is submitted, fees can be paid in the following ways:
 - Pay online with E-Check (\$0.25 fee) or Credit/Debit Card (2.2% fee)
 - Pay in office by Cash, Check or Credit/Debit Card (2.2% fee)
 - Mail check to: Outagamie County DLS, 320 S. Walnut Street, Appleton, WI 54911

Once received, Department of Land Services Staff will review the application for completeness. If complete, the application will be processed and issued permits will be emailed to you. If staff requires additional information to complete the application, staff will contact you via phone call or email.