

How to Apply for a Final CSM – Typically done by a Land Surveyor

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

- Register as a new user OR Sign In with your existing e-mail address and password
- Under **Planning Requests** you will *Apply for a Planning Application*
- **STEP 1: Project Description**
 - A dropdown for **Choose project type** will appear. Choose **CSM - Final**
 - **Project Descriptive Name** – Please enter brief project description / title.
 - **Comments** – Enter any general information about your application (minimal details)
 - Click **Next Step** at the bottom of the page
- **STEP 2: Location**
 - **Search for Address** – Enter the physical address of the project (or 9 digit parcel number). If more than one parcel is involved enter the address or 9 digit parcel number for each parcel.
 - As you type, it will try to find the address/parcel number, once it appears in bold letters click the address and it will show up in **The location you have selected** box
 - Click **Next Step** at the bottom of the page
- **STEP 3: Contacts**
 - Ensure the information that populates on the page is correct & please add any additional contacts you would like to have a part of the application by clicking [Add New Contact](#)
 - Click **Next Step** at the bottom of the page
- **STEP 4: Upload Documents**
 - Upload the **Proposed CSM**. If you don't have your documents ready for upload, you may upload them once the application is submitted by visiting [My Items](#) at the top of the page.
 - Click **Next Step** at the bottom of the page
- **STEP 5: 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 (*NOTE: Fees can be paid after application is submitted*)
- **SUMMARY PAGE**
 - Please note the PL20XXXXXXX number at the top of the page and please print this for your reference.
 - Your application is now submitted & your application will be reviewed.

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- **PAYMENT OPTIONS**

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

If you have any questions in regards to the application process through CityView, or the required documents for the Final CSM, please contact CSM.Final@outagamie.org.