



County of Door LAND USE SERVICES DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Zoning: (920) 746-2323

Sanitarian: (920) 746-2308

Addressing: (920) 746-2391

Department FAX: (920) 746-2387

Department website: <https://www.co.door.wi.gov/164/Land-Use-Services>

January 11, 2022

City Squared/Municipality is the Door County Land Use Services Department's on-line permitting and digital filing system, launched on August 23rd, 2021. City Squared is the client side of the system, while Municipality is the staff/processing side of the system. Basic information for previous permits may also be found in City Squared, but much of the information in our paper files has not been digitized and imported into the system.

This document describes:

- Where to find links to access the system (page 1, below).
- General information & tips (page 2), including on how to access the system for research rather than a permit application.
- How to apply for zoning permits (pages 3-11). *Note: The system is set up to also allow you to apply for land divisions, and to request zoning information letters, on-site zoning inspections, and fire numbers, the processes for which will largely mimic the zoning permit application sample in these pages.*
- How to apply for sanitary (POWTS) permits (pages 12-20).
- How to file POWTS maintenance reports in the system (pages 21-24).

Links to City Squared

You may always go directly to the City Squared website:

<https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the "Door County" page of City Squared, search for and select "Door County" from the dropdown list of municipalities.

You may also access City Squared from:

- Our department website, <https://www.co.door.wi.gov/164/Land-Use-Services> ,
- Our zoning permit application sub-page, <https://www.co.door.wi.gov/575/Zoning-Permit-Applications> ,
- Our sanitarian sub-page, <https://www.co.door.wi.gov/421/Sanitarian-POWTS> , or
- The Land Records main page, <https://www.co.door.wi.gov/245/Maps-and-Land-Records>

We are also still working on setting up links between the LandNav system; Treasurer and Real Property Listing records accessed via the system are only current through February 2020.

General Information & Tips

YOU MUST USE CHROME AS YOUR BROWSER TO USE CITY SQUARED.

If you don't have Chrome, please download it here: <https://www.google.com/chrome/> .

If you simply want to access information – as opposed to applying for a permit – you will not need to register. You may simply go to the City Squared website

(<https://www.citysquared.com/#/app/DoorCountyWI/landing>) and conduct your search by selecting “property search” from the left-hand menu on the main website page. A box will appear on the right-hand side into which you can type the property address, or parcel number, or property owner name. Note that parcel numbers are not listed as a search option, but they can be used; they should be entered without dashes. Also, if searching by owner, the system currently requires the full name of the first owner that appears on the deed. We are working to see if second owners can be listed, and to also have the system recognize “partial” names (e.g., recognizing Jeff Smith versus requiring Jeffrey Q. Smith). Please make sure to look at all levels and fields for the parcel and/or permit, including any media, notes, etc., since information – especially historical information – may be stored in various places.

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

Sometimes it takes a while for the system to do what you've asked – look up a contact, or a parcel, etc. – and there is no icon (spinning circle, hourglass, etc.) to indicate the system is working. You'll simply need to be patient.

City Squared will display various county GIS map layers, but will not replace the county GIS web map page layers. You will still want/need to refer there for county aerial photography, the most up-to-date mapping layers, etc.

City Squared will also not replace the LandNav (Real Property Listing and Treasurer) systems. Some sorts of searches will work better in LandNav, such as if you are trying to find all properties for which Jeff Smith has an ownership interest. City Squared should be thought of as an on-line application system and a digital filing system for the Land Use Services zoning and sanitarian divisions.

Please ignore any odd grammar, punctuation, or wording in the system or in auto-generated e-mails related to permit applications. We were unable to get some items changed, as they are part of the overall software framework used by municipalities across the country. (For example, other areas of the country apparently use “printkey” rather than “parcel number.”)

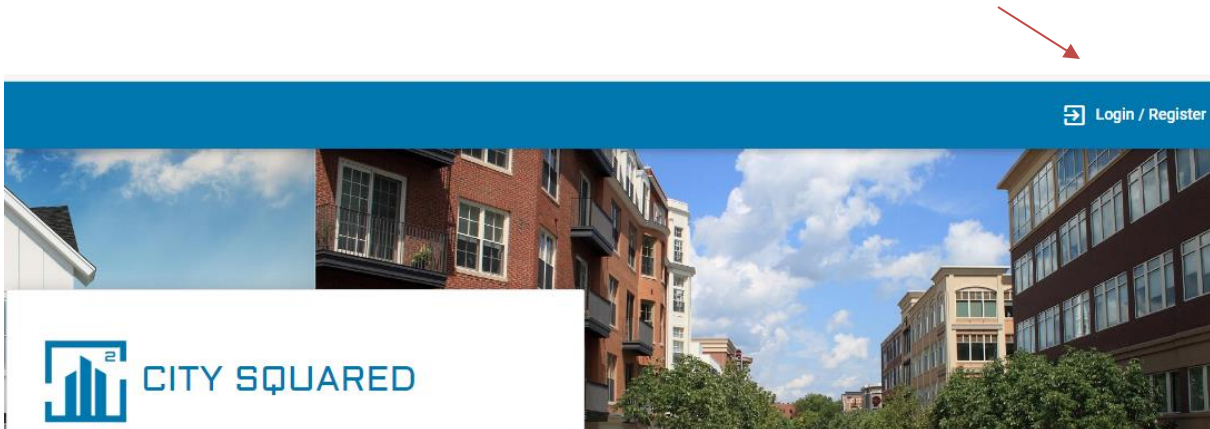
Please ignore information fields that seem more relevant to building code folks when you are filing applications. This software was originally designed for exactly that purpose: building code inspectors. Information fields are only mandatory if they have an asterisk next to them, in which case City Squared will not let you advance to the next application step.

Applying for a Zoning Permit in City Squared

Go to <https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

For your first application made within the system, you will need to register. Click the “Login / Register” button in the top right corner.



Your username will be your e-mail address, and you'll have to select a password.

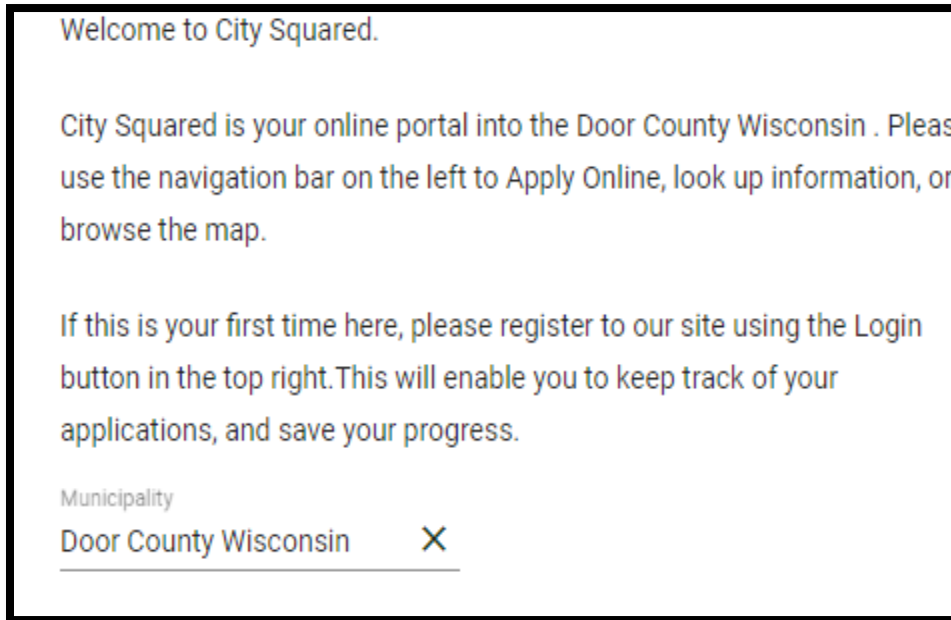
Local builders and POWTS folks: The system should recognize your e-mail address from our staff setting up your information in the system already. You will still need to log in and start registering, but it should recognize your e-mail address and ask if you want to use the one on file in the system. You'll then just need to create your password.

After registration, you will receive a confirmation e-mail to complete the registration process.

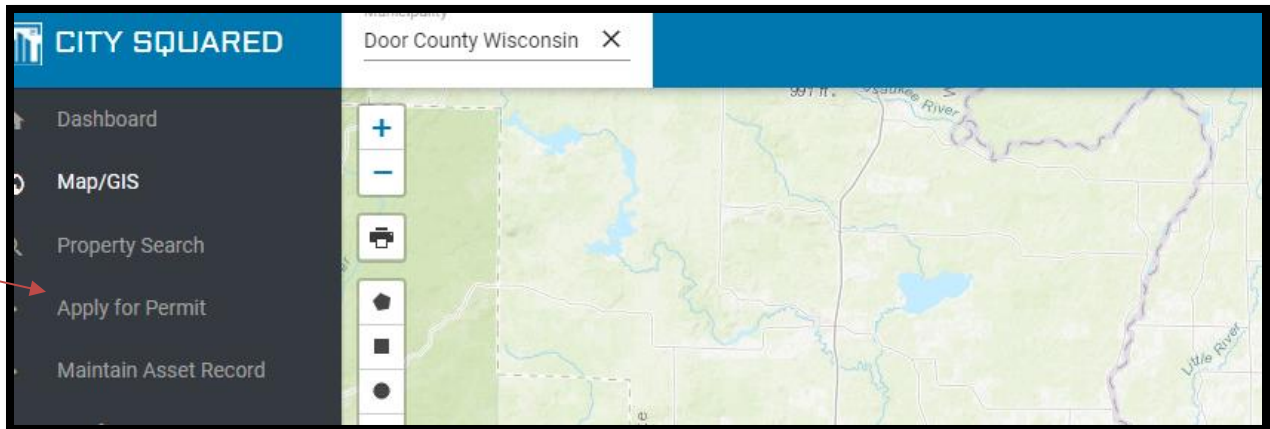
Once you've completed the registration process, and whenever you access the system in the future, you'll then “log in” to apply for or check on permits.

Once you are logged in, follow the steps below.

If your screen doesn't automatically go to Door County, search for Door County in the dropdown municipality field.



Click on "Apply for Permit" on the left side. (Note: a white screen may pop up for ~15 seconds before it continues.)



Note that before it will allow you to apply for a permit for the first time, you are required to supply your contact information. *Again, local builders and POWTS folks, this information should already be in the system for you.*

On the next screen, click on the dropdown menus (indicated by the small triangles) to choose the “department,” which refers to the type of permit application, such as regular zoning, floodplain, shoreland, letter request, etc., and then the permit type, which refers to more specific information about the project, such as single-family residence, accessory structure, etc. See list of options on the next page. You’ll also need to enter a detailed description of the project at this step. For example: 12’ x 24’ addition to residence and 10’ x 12’ shed. Click Next to continue.

Permit “Department”

1 Select Permit Type — 2 Select Parcel(s) — 3 Please add your builder — 4 Add additional contacts — 5 General Information — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

Please select the Permit Type you would like to apply for:

Department * Regular Zoning

Permit Type * Accessory Structure

Examples: Shed, detached garage, detached deck

Detailed Description*
12 x 12 Shed

Permit “Type”

1 Select Permit Type — 2 Select Parcel(s) — 3 Please add your builder — 4 Add additional contacts — 5 General Information — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

Please select the Permit Type you would like to apply for:

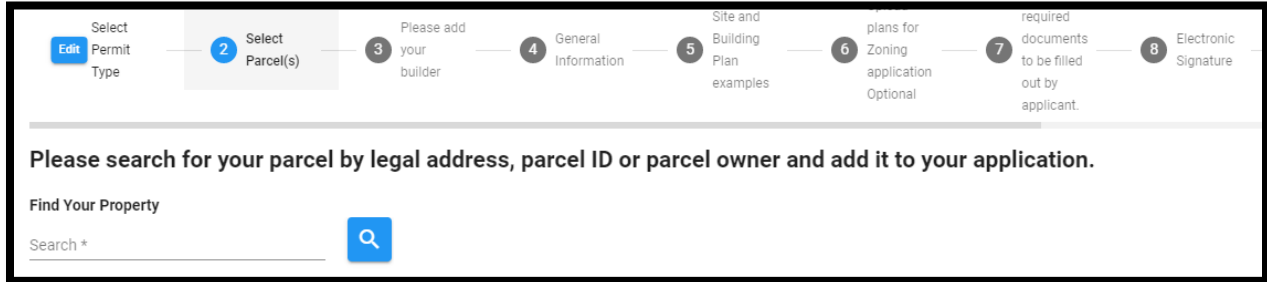
Department * Regular Zoning

Permit Type * Single Family Residence

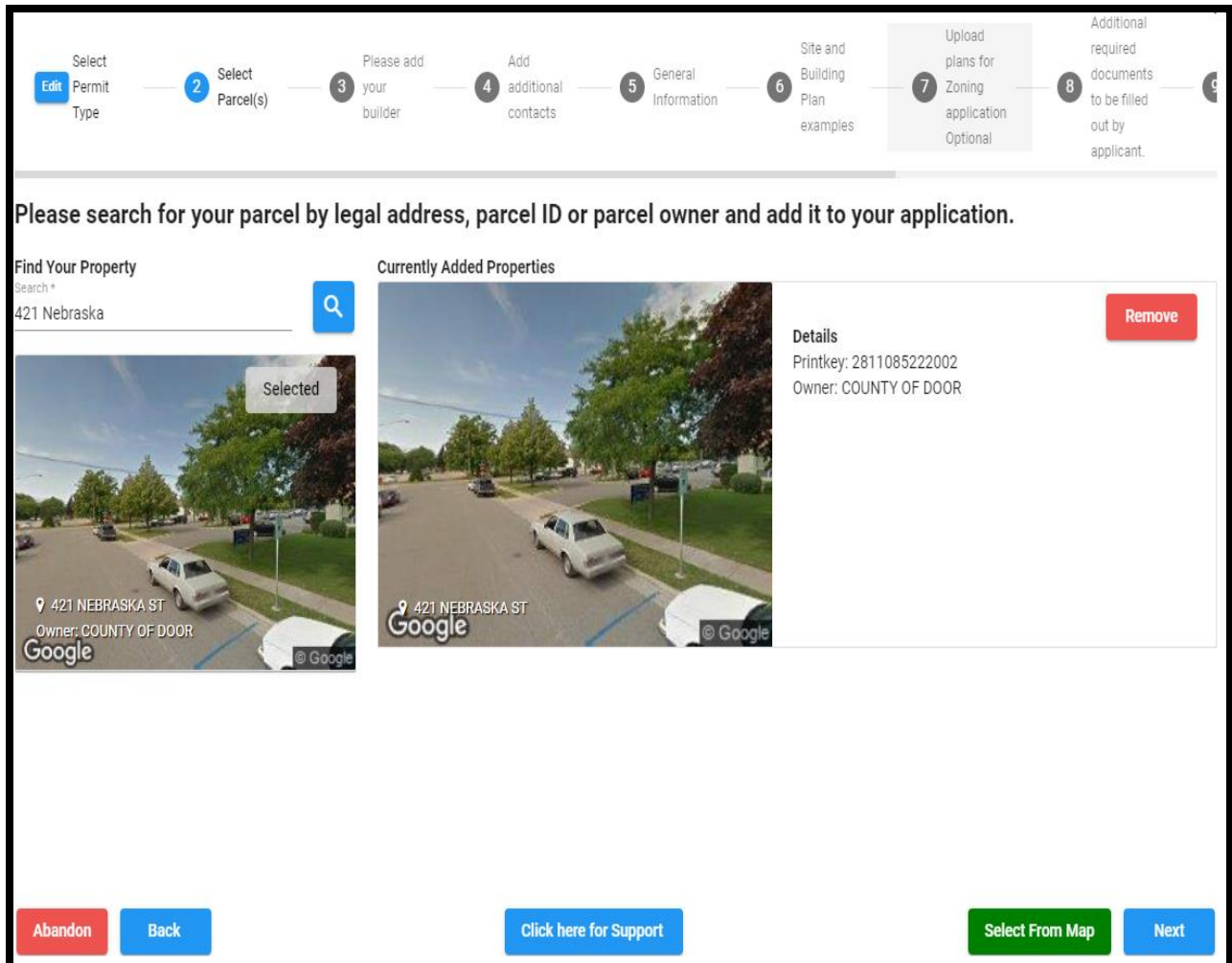
Detailed Description*
A 3 bedroom home with two bathrooms, an attached two-car garage, and a 20' x 10' deck.

Department/ Permit Type	Specific Permit Type
Regular Zoning Permit	Accessory structure
	Agricultural building
	Commercial
	Commercial addition
	Duplex
	Duplex addition
	Household Occupation or Home Business
	Industrial
	Mobile home
	Mobile home addition
	Multiple occupancy development
	Multiple occupancy development addition
	Public
	Secondary dwelling unit
	Single-family residence
	Single-family residence addition
	Miscellaneous: No new structure or measurable footprint
	Renew permit
	Revise permit
Sign	Sign(s)
Land Disturbance	General Filling and or Grading
	Pond
Zoning Inspection and Letter Request	Letter Request
	Onsite Inspection and Letter Request
	Onsite Inspection Request
Shoreland Zoning Permit	Non-waterfront lot, no regular zoning permit required
	Waterfront lot, no regular zoning permit required
	Waterfront lot, regular zoning permit required
	Waterfront lot, misc.: No new structure or measurable footprint
	Shoreland Renew permit
	Shoreland Revise permit
Mitigation	Mitigation
Impervious Surface Authorization	Exceed ISR Allowance
Floodplain Zoning	Floodplain P ermit
Public Hearings	Conditional use permit
	Appeal
	Zoning Variance
	Public Hearing Text amendment
	Public Hearing Map amendment
Land Division	Minor Land Division
	Major preliminary land division
	Major final land division
	Conservation subdivision
	Major Land Division - Conceptual
Address Sign	New Sign
	Replacement Sign
	Replacement post
	Replacement sign and post

You will then see all the steps for that application process across the top of the screen. Go through each step, completing and uploading the required information. (Note that different application types have slightly different steps – following is just a typical example.) If the project requires multiple permits – such as regular zoning, shoreland, and floodplain – you will need to file separate applications with any application specific information (such as elevations for floodplain projects), but you need only upload exactly duplicative plans and forms to one application. Staff can “group” the applications after they are submitted.



After selecting the permit type, you will need to find the parcel the permit will apply to. When searching for the property for which you are applying for a permit, less is more! Only enter the fire number and the first few letters of the street name, or the parcel number (without dashes), and then click the blue magnifying glass. Find the correct property and click the green “Add” button to add it to your application. Click Next to continue.



If neither the applicant nor property owner is the builder for the project, there is a tab where you may add the builder. Search first for builders already registered in the system, on the left-hand side, and if you don't find yours, click "Create contact" and enter their information on the screen it sends you to. Note that all contacts need to have a role selected (owner, builder, etc.), and the applicant (person filing the application in the system) will also need to be checked as the applicant. Once you've identified your builder, click Next to continue.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 3, 'Please add your builder', is highlighted. Below the progress bar, a heading reads: 'Please add your builder from the list below to the application. If the builder is not on the list please create the contact.' The interface is divided into two main sections: 'Find Your Contacts' and 'Currently Added Contacts'. The 'Find Your Contacts' section includes a search bar with 'Local Results(42)' and a search icon. Below the search bar, a list of contacts is shown, with one entry for 'Brian Neubauer' at 'AHNAPEE CONSTRUCTION' and '327 4th Street'. An 'Add' button is next to this entry. The 'Currently Added Contacts' section shows two contacts: 'Linda Riemer' with address '421 Nebraska Street' and email 'lriemer@co.door.wi.us', and 'COUNTY OF DOOR' with address '421 NEBRASKA ST' and email 'davea@sca-corp.com'. Each contact has a 'Remove' button and an 'Edit' button. The 'Linda Riemer' contact has a dropdown menu set to 'Owner' and a checked 'Is Applicant' checkbox. The 'COUNTY OF DOOR' contact has a dropdown menu set to 'Owner' and an unchecked 'Is Applicant' checkbox.

Next you will be asked to "add additional contacts." Please provide the property owner e-mail address and phone number, and, if applicable, the same for the surveyor and engineer. (Note: You may also add information for someone who isn't an engineer or surveyor – just indicate to us their role in the project; e.g., Jane Q. Jones, architect.)

The screenshot shows the same progress bar as the previous screenshot, but now step 4, 'Add additional contacts', is highlighted. Below the progress bar, a heading reads: 'Parcel Owner/Surveyor/Engineer Information'. The form contains several input fields: 'Parcel Owner Phone Number', 'Parcel Owner Email', 'Surveyor Name', 'Surveyor Phone Number', 'Surveyor Email', 'Engineer Name', 'Engineer Phone Number', and 'Engineer Email'. At the bottom of the form, there are four buttons: 'Abandon' (red), 'Back' (blue), 'Draft' (green), and 'Next' (blue). A link 'Click here for Support' is also present.

Complete all the “general information” required fields (designated as such with asterisks) for the building details. Enter the square footage of your project (for an addition, enter the square footage being added, not for the entire structure). Enter the current and proposed bedrooms (or the figure “0” if the project doesn’t involve a structure with bedrooms). Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — **5 General Information** — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant.

If bedroom questions are not applicable, please enter 0.

Building Footprint Square Footage *

Existing Bedrooms *

Proposed New Bedrooms *

Total Bedrooms (Existing plus Proposed) *

You can review and/or download site and building plan examples. Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — Edit General Information — **6 Site and Building Plan examples** — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant.

Please download the following site and building plan examples.

Instructions:

1. Review Document
2. Download Document
3. Fill out Remaining Form
4. Upload Completed Document.

Word ExampleSiteandBuildingPlan008-18-21 035820

Accessibility Mode Download Save a copy to OneDrive. Print

EXAMPLE

SITE PLAN

OWNER: _____ Date: _____

Below or on a separate sheet attach a scale drawing showing each of the following as applicable:

- Boundaries, dimensions, and area of the site.
- Location of public roads and right-of-ways.
- Location of private roads.
- Location of easements.
- Location of navigable waters.
- Location of proposed and existing road access points, parking and loading areas, and driveways.
- Distances from proposed project to:
 - Abutting public roads and right-of-ways.

Page 1 of 3 100% Give Feedback to Microsoft

Download Upload Word Google

Upload your building and site plans drawn to scale. Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — Edit General Information — Edit Site and Building Plan examples — **7** Upload plans for Zoning application Optional — **8** Additional required documents to be filled out by applicant.

Please upload your building and site plans, which must be drawn to scale. If applicable, also include elevation diagrams.

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB

Drag and Drop or click here to upload

No Documents to Display

Download, fill out, and then upload these required documents. Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — Edit General Information — Edit Site and Building Plan examples — Edit Upload plans for Zoning application Optional — **8** Additional required documents to be filled out by applicant.


Please download the following documents, complete and upload them to this application.

Instructions:

1. Review Document
2. Download Document
3. Fill out Remaining Form
4. Upload Completed Document.

Word ZoningPacket008-18-21 040202

Accessibility Mode Download Save a copy to OneDrive Print

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PROJECT SCOPE DECLARATION
[2017 Wisconsin Act 68; Effective November 29, 2017]
and AUTHORIZATION FOR INSPECTION

Page 1 of 4 100% Give Feedback to Microsoft

Download Upload Word Google

At the signature tab, enter your name exactly as it appears above the line. Click Next to continue.

The screenshot shows a progress bar at the top with eight steps: Select Permit Type, Select Parcel(s), Please add your builder, Add additional contacts, General Information, Site and Building Plan examples, Upload plans for Zoning application Optional, and Additional required documents to be filled out by applicant. Below the progress bar is a text area for a signature. The text reads: "By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit." Below this is a prompt: "Please enter the following name **Linda Riemer**." and a sub-prompt: "Enter the name exactly as it appears above". The name "Linda Riemer" is entered in the text field.

For the payment tab, you have several options: Credit Card, Debit Card, Electronic Check, or in the bottom left corner, there is a Pay in Office option. (Note that if you select “pay in office,” you can mail or drop off your payment, or you can even still pay on-line, after submittal. So, if filing multiple applications, you may pay all fees with one transaction.) As always, applications will not be processed until fees are paid. Click Next once you have chosen your payment method.

The screenshot shows the payment tab with the same progress bar as the signature tab. Below the progress bar is the heading "Please pay all fees associated with this application." Underneath is a table titled "Calculated fees":

Fee type	Comments	Amount
Zoning Square Footage Fee	Amount*	\$100.00

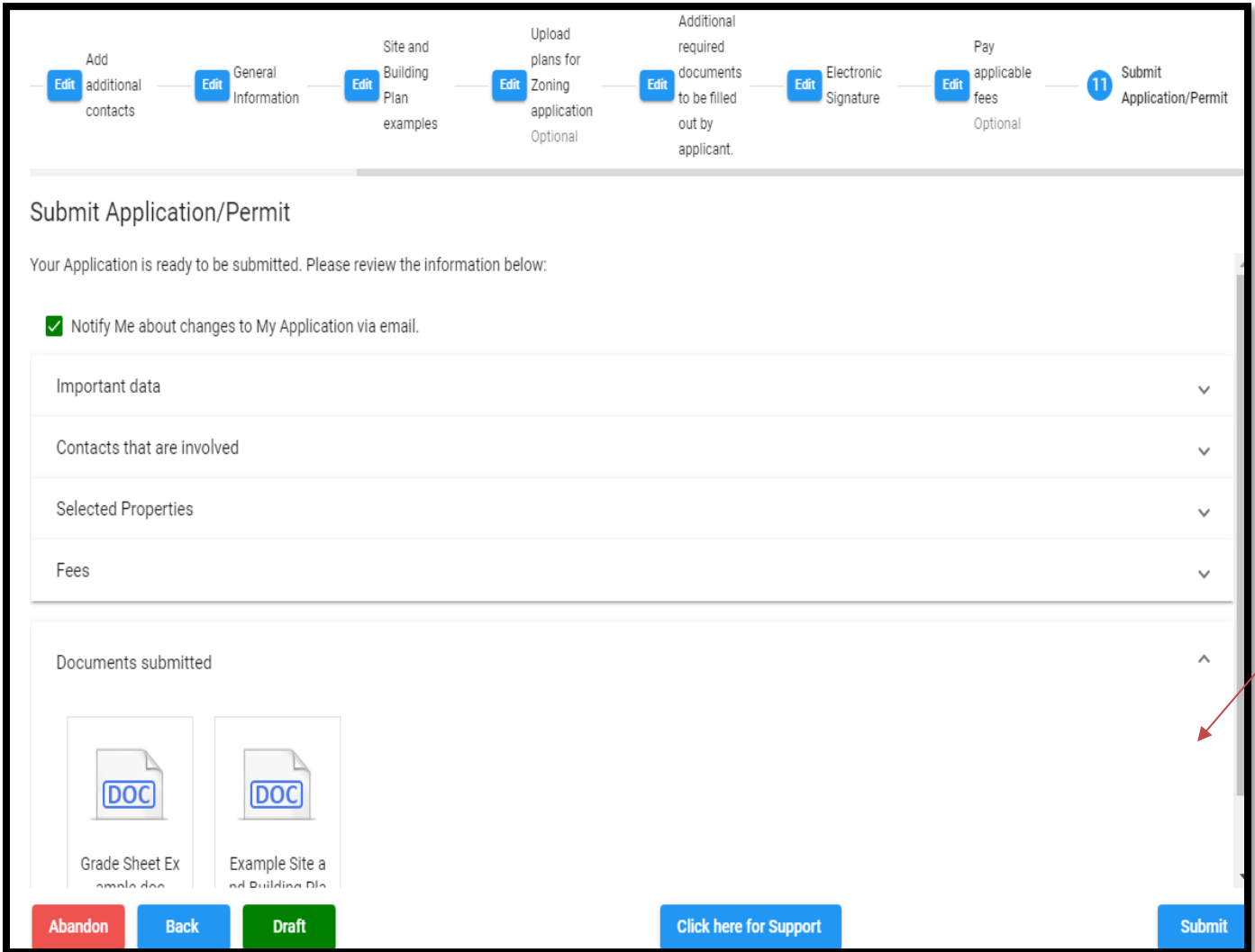
Total: \$100.00

Payment options are listed as tabs: Credit Card, Debit Card, and Electronic Check. The Credit Card tab is active, showing a form with fields for Card number*, Month*, Year*, and CVV*. Below these are fields for First name*, Last name*, City*, and State*. A "Calculate Convenience Fee" button is present. At the bottom left, there is a checkbox labeled "Pay in office" which is currently unchecked. At the bottom of the page are buttons for "Abandon", "Draft", "Back", "Click here for Support", and "Next". A red arrow points to the "Pay in office" checkbox.

Note that you may also use the tabs above to go back to previous pages, abandon the application, or save as a draft. Don't abandon the application if you intend to return to it – it will be deleted.

The final screen will show you all of the information and uploaded documents you are submitting for the application. Click the down arrow for each section to make sure everything looks correct before submitting. If you need to change anything, you can click the “Back” button or the “Edit” buttons at the top to edit or add documents to your application.

While you have the option to uncheck the box labeled “Notify me about changes...”, we recommend keeping it checked. This ensures you and any contacts associated with the permit for whom we have e-mail addresses will receive automatic, system-generated e-mails (from Muncicity, not City Squared) pertaining to the processing of the application (successful submission, fee paid, inspection completed, permit issued, etc.). If a contact ends up not wanting such notifications, staff can turn it off for that individual.



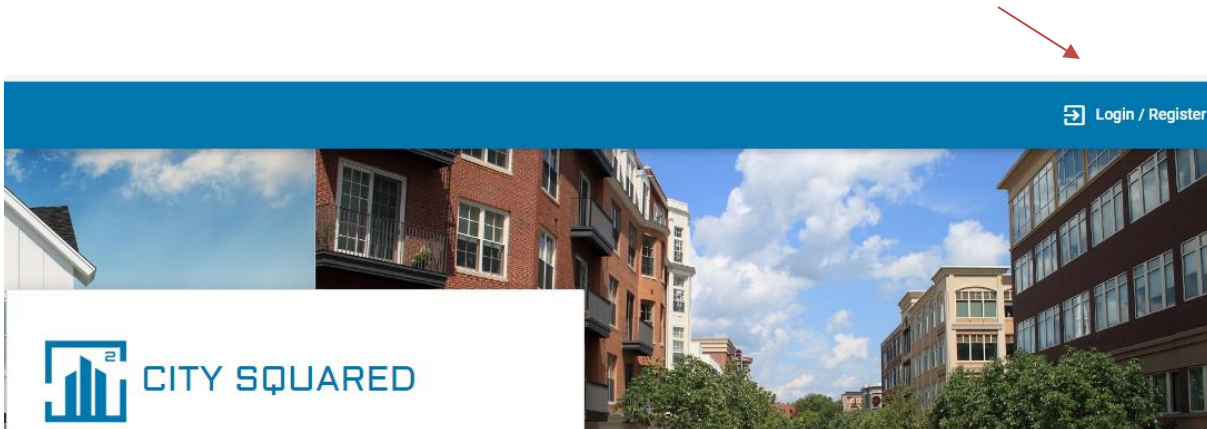
Once you verify all the information is correct and all materials uploaded, hit the Submit button. (PLEASE – save as a draft if you have not completed the tabs or uploaded all forms. Do not hit “Submit” until the application is complete.) You should receive a confirmation e-mail that the application has been submitted. Be on the lookout for subsequent communications as well – the system auto-generates some messages (they will show up from Muncicity, not City Squared), such as about permit issuance, but staff may also send you messages via the system (or from their regular e-mail account). You will also be able to log into the system and look at your “dashboard” and view in one place basic information about all of the applications you’ve filed.

Applying for a Sanitary Permit in City Squared

Go to <https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

For your first application made within the system, you will need to register. Click the “Login / Register” button in the top right corner.



Your username will be your e-mail address, and you'll have to select a password.

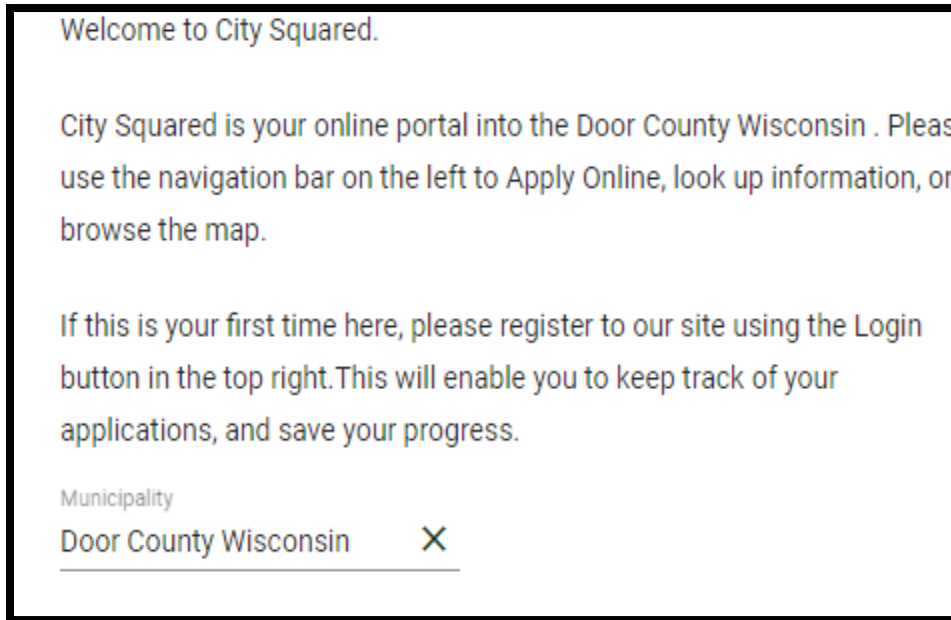
Local builders and POWTS folks: The system should recognize your e-mail addresses from our staff setting up your information in the system already. You will still need to log in and start registering, but it should recognize your e-mail address and ask if you want to use the one on file in the system. You'll then just need to create your password.

After registration, you will receive a confirmation e-mail to complete the registration process.

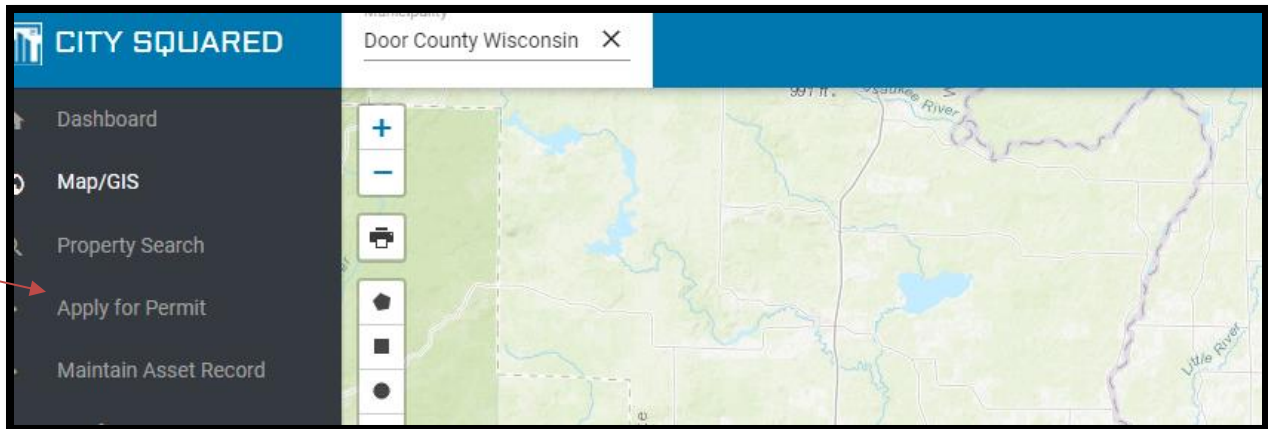
Once you've completed the registration process, and whenever you access the system in the future, you'll then “log in” to apply for or check on permits.

Once you are logged in, follow the steps below.

If your map doesn't automatically go to Door County, search for Door County in the dropdown municipality field.



Click on "Apply for Permit" on the left side. (Note: a white screen may pop up for ~15 seconds before it continues.)



Note that before it will allow you to apply for a permit for the first time, you are required to supply your contact information. *Again, local builders and POWTS folks, this information should already be in the system for you.*

On the next screen, click on the dropdown menus (indicated by the small triangles) to choose the “department,” which refers to the type of permit application – state sanitary permit or county permit – and then the “permit” type, which refers to the system type, such as at-grade, mound, holding tank, replacement of septic/dose tank only, etc. You will then see all the steps for that application process across the top of the screen.

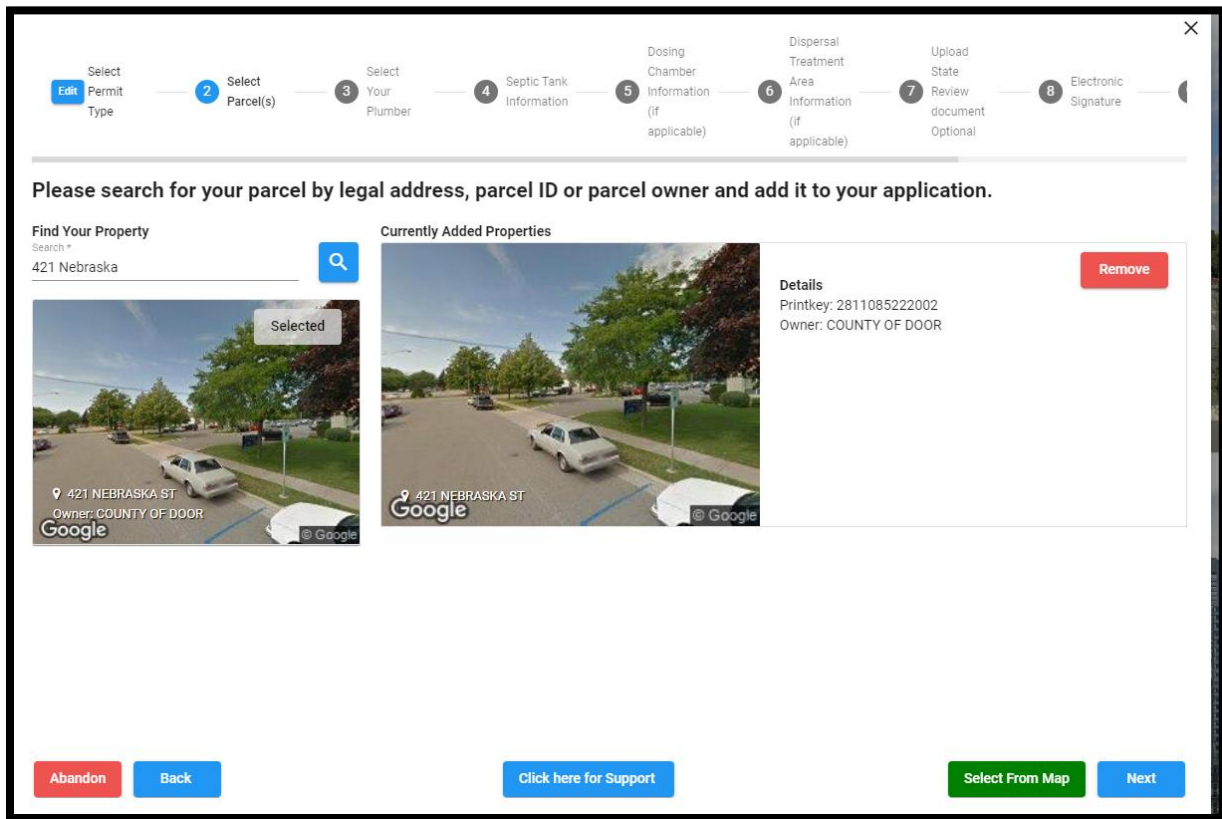
Go through each step, completing and uploading the required information. (Note that different application types have slightly different steps – following is just a typical example.) You’ll also need to enter a description of the project at this step, such as 1 or 2 family dwelling, retail store, shop, garage with living quarters, etc., and fill in a few other information fields. Click Next to continue.

Sample (1): State Sanitary Permit (Mound, Holding Tank, Septic/Dose Tank Replacement)

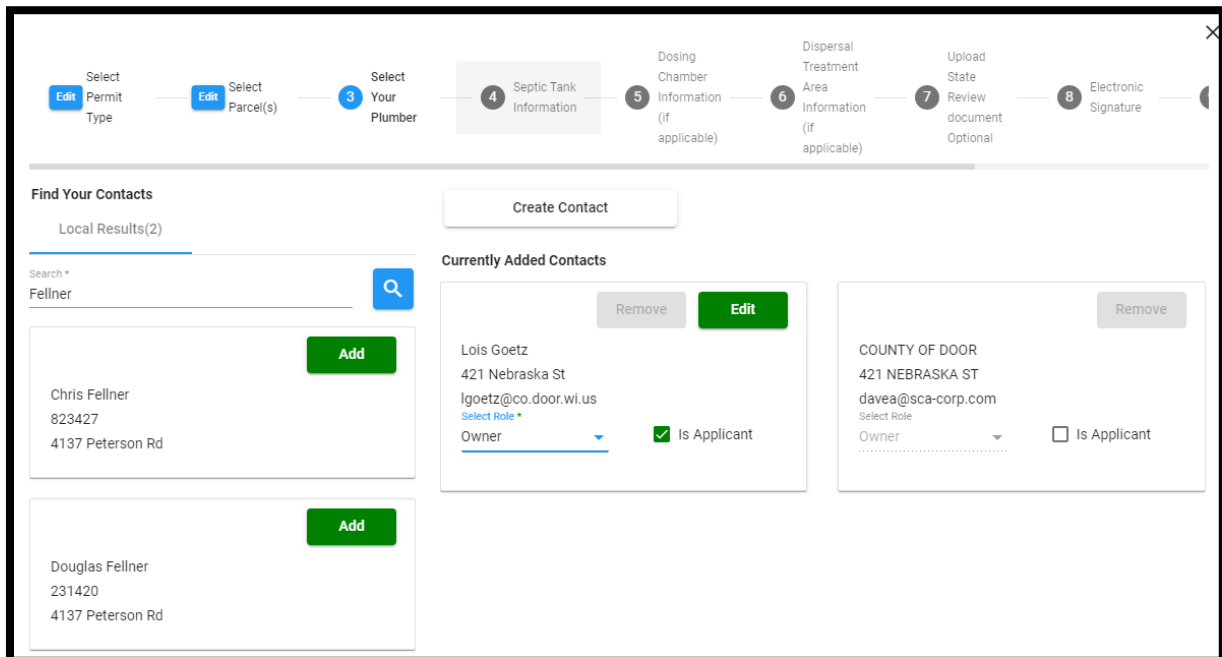
Sample (2): County Sanitary Permit (Reconnection, Repair)

After selecting the permit type, you will need to find the parcel the permit will apply to. When searching for the property for which you are applying for a permit, less is more! Only enter the fire number and the first few letters of the street name, or the parcel number (without dashes), and then click the blue magnifying glass. Find the correct property and click the green “Add” button to add it to your application. Click Next to continue.

The screenshot displays a multi-step process for applying for a permit. At the top, a progress bar shows seven steps: 1. Select Permit Type (with an 'Edit' button), 2. Select Parcel(s) (highlighted in blue), 3. Select Your Plumber, 4. Upload all plans and documents (Optional), 5. Electronic Signature, 6. Please pay your POWTS application fee, and 7. Submit Application. Below the progress bar, a bold instruction reads: "Please search for your parcel by legal address, parcel ID or parcel owner and add it to your application." Underneath, a section titled "Find Your Property" contains a search input field with "421 Nebraska" entered and a blue magnifying glass icon. Below the search field is a search result card. The card features a green background with a white house icon that has a red roof and an orange door. A green "Add" button is positioned in the top right corner of the card. At the bottom left of the card, the address "421 NEBRASKA ST" and the owner "Owner: COUNTY OF DOOR" are listed.



If the applicant is not the plumber for the project, there is a tab where you may add the plumber. Search first for plumbers already registered in the system, on the left-hand side, and if you don't find yours, click "Create contact" and enter their information on the screen it sends you to. Note that all contacts need to have a role selected (owner, plumber, maintainer [for ATUs], pumper, etc.), and the applicant (person filing the application in the system) will also need to be checked as the applicant. Once you've identified your plumber, click Next to continue.



Once you have selected the plumber, continue working your way through the rest of the steps, completing and uploading the required applicable items for septic tank information, dosing chamber information and dispersal treatment area information for the POWTS details. Click Next to continue after each step.

Progress bar: 1. Select Permit Type, 2. Select Parcel(s), 3. Select Your Plumber, 4. **Septic Tank Information**, 5. Dosing Chamber Information (if applicable), 6. Dispersal Treatment Area Information (if applicable), 7. Upload State Review document Optional, 8. Electronic Signature

4. Septic Tank Information

Capacity of New Septic Tank (in gallons)
1000

Capacity of existing septic tank (in gallons)

Total Gallons of Septic Tank
1000

Number of Units (Septic Tank)
1

Septic Tank Manufacturer
Wieser

Septic Tank Material
Prefab Concrete

Progress bar: 1. Select Permit Type, 2. Select Parcel(s), 3. Select Your Plumber, 4. Septic Tank Information, 5. **Dosing Chamber Information (if applicable)**, 6. Dispersal Treatment Area Information (if applicable), 7. Upload State Review document Optional, 8. Electronic Signature

5. Dosing Chamber Information

Capacity of New Dosing Chamber (in gallons)
650

Capacity of Existing Dosing Chamber (in gallons)

Total Gallons of Dosing Chamber
650

Number of Units (Dosing Chamber)
1

Dosing Chamber Manufacturer
Murphy

Dosing Chamber Material
Prefab Concrete

Select Permit Type — Edit Select Parcel(s) — Edit Select Your Plumber — Edit Septic Tank Information — Edit Dosing Chamber Information (if applicable) — **6** Dispersal Treatment Area Information (if applicable) — 7 Upload State Review document Optional — 8 Electronic Signature

3. Dispersal Treatment Area Information

Dispersal Area Required (sf)
450

Design Flow (gpd)
450

Design Soil Application Rate (gpd/sf)
.1

Dispersal Area Proposed (sf)
480

System Elevation
101.19

Upload your soil test, state sanitary review documents, if applicable, site plan and management plan. Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Select Your Plumber — Edit Septic Tank Information — Edit Dosing Chamber Information (if applicable) — Edit Dispersal Treatment Area Information (if applicable) — **7** Upload State Review document Optional — 8 Electronic Signature

Please upload your soil test, state sanitary review documents, site plan(s) and management plan.

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB

Drag and Drop or click here to upload

No Documents to Display

At the signature tab, enter your name exactly as it appears above the line. Click Next to continue.

Select Permit Type — Edit Select Parcel(s) — Edit Select Your Plumber — Edit Septic Tank Information — Edit Dosing Chamber Information (if applicable) — Edit Dispersal Treatment Area Information (if applicable) — Edit Upload State Review document Optional — **8** Electronic Signature

By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.

Please enter the following name **Lois Goetz**:
Enter the name exactly as it appears above

Lois Goetz

For the payment tab, you have several options: Credit Card, Debit Card, Electronic Check, or in the bottom left corner, there is a Pay in Office option. (Note that if you select “pay in office,” you can mail or drop off your payment, or even pay on-line after submittal. So, if filing multiple applications, you may pay all fees with one transaction. As always, applications will not be processed until fees are paid.) Click Next once you have chosen your payment method.

The screenshot shows a multi-step application process. The current step is 'Payment Method'. The progress bar at the top includes: Select Permit Type, Select Parcel(s), Select Your Plumber, Septic Tank Information, Dosing Chamber Information (if applicable), Dispersal Treatment Area Information (if applicable), Upload State Review document Optional, and Electronic Signature.

Fees

Fee type	Comments	Amount
In-ground Pressure		\$400.00

Total: \$400.00

Payment Method Options: Credit Card, Debit Card, Electronic Check

Credit Card Form: Includes fields for Card number*, Month*, Year*, and CVV*. Logos for American Express, Discover, Mastercard, and Visa are shown.

Personal Information Form: Includes fields for First name*, Last name*, City*, State*, Address1*, and Postal Code*. A 'Calculate Convenience Fee' button is present.

Pay in office

Navigation Buttons: Abandon (red), Draft (green), Back (blue), Click here for Support (blue), Next (blue)

A red arrow points to the 'Pay in office' checkbox.

Note that you may also use the tabs above to go back to previous pages, abandon the application, or save as a draft.

The final screen will show you all of the information and uploaded documents you are submitting for the application. Click the down arrow for each section to make sure everything looks correct before submitting. If you need to change anything, you can click the “Back” button or the “Edit” buttons at the top to edit or add documents to your application.

While you have the option to uncheck the box labeled “Notify me about changes...”, we recommend keeping it checked. This ensures you and any contacts associated with the permit for whom we have e-mail addresses will receive automatic, system-generated e-mails pertaining to the processing of the application (successful submission, fee paid, inspection completed, permit issued, etc.). If a contact ends up not wanting such notifications, staff can turn it off for that individual.

Select Your Plumber — Edit Septic Tank Information — Edit Dosing Chamber Information (if applicable) — Edit Dispersal Treatment Area Information (if applicable) — Edit Upload State Review document Optional — Edit Electronic Signature — Edit Please pay your POWTS application fee Optional — 10 Submit Application/Permit

Submit Application/Permit

Your Application is ready to be submitted. Please review the information below:

Notify Me about changes to My Application via email.

Important data ▾

Contacts that are involved ▾

Selected Properties ▾

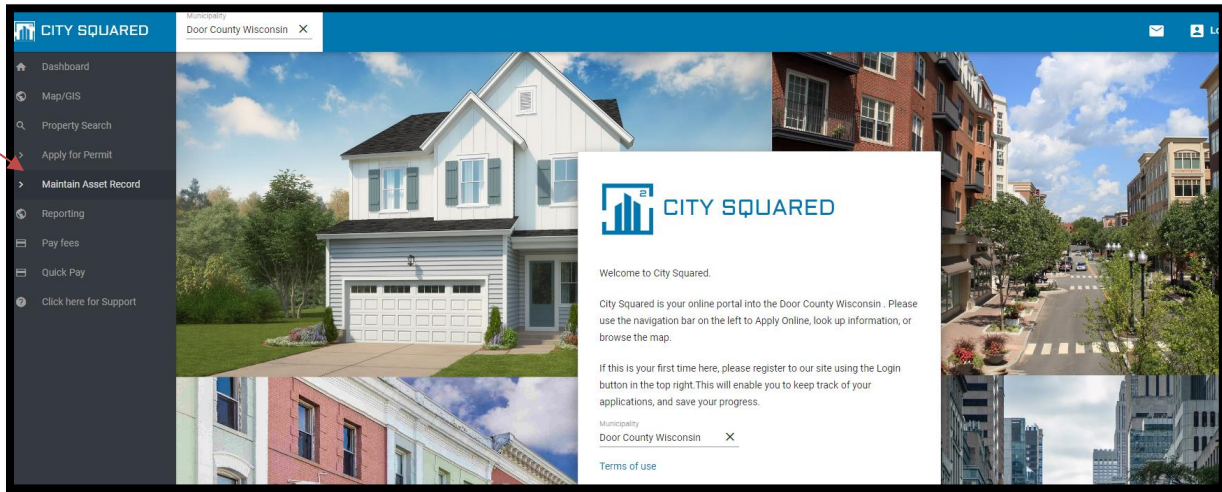
Fees ▾

Abandon Back Draft Click here for Support Submit

Once you verify all the information is correct and all materials uploaded, hit the Submit button. You should receive a confirmation e-mail that the application has been submitted. Be on the lookout for subsequent communications as well – the system auto-generates some messages, such as about permit issuance, but staff may also send you messages via the system (or from their regular e-mail account). You will also be able to log into the system and look at your “dashboard” and view in one place basic information about all of the applications you’ve filed.

Filing POWTS Maintenance Reports in City Squared

Log in to City Squared and click Maintain Asset Record on the left-hand side.



You will first be asked to type in a description of the type of maintenance report you are submitting. Simply type in either “ATU annual” or “POWTS 3-year”.

A screenshot of a web form titled '1 Select Maintenance Type'. Below the title is the instruction: 'Please select the Maintenance Type you would like to apply for:'. There is a blue link for 'Detailed Description *'. The input field contains the text 'ATU Annual Maintenance Report'. A horizontal blue line is positioned below the input field.

Next you need to identify the exact septic system for which you are entering the maintenance information. Type in the system number in the search field (next to the magnifying glass). If it is one you've previously serviced, it should show up on when you search; the dropdown list contains "your" assets. (Note: We understand you don't "own" the asset – please ignore the odd language and we will work on getting it fixed.)

If the system isn't on your list, you'll need to "claim" the asset by clicking the green Claim button, and then typing in the system number or address. Click Claim again to continue.

Claim Asset

Please claim an Asset that you own by typing in the System Number or the address and hitting search:

Search *
67926

Linda Riemer
421 Nebraska Street
Select Role *
Plumber

Result
System Number: 67926
Address: 5592 TODEY RD
Owner: RIEMER, PATRICK & LINDA

Selected
System Number: 67926
Address: 5592 TODEY RD
Owner: RIEMER, PATRICK & LINDA

Note: Please be aware that if you don't claim an Asset you will not be able to create a Maintenance.

Cancel Claim

Next you'll need to select the maintenance type, and again type in the maintenance description ("ATU annual" or "POWTS 3-year").

- Select Maintenance Type
- Please fill out the following fields
- Submit Maintenance

Please select the Maintenance Type you would like to apply for:

Asset *
67926 MOUND (PIPE & STONE)

Maintenance Type *
3 Year POWTS Maintenance

Detailed Description *
3 Year Maintenance Inspection

Click here for Support Claim an Asset Next

The next step is to enter all of the requested information into the fields. Most questions have dropdown menus. (Note that there are additional questions for the ATU 1-year reports, not shown here.)

This screenshot shows the 'Please fill out the following fields' step of the maintenance reporting process. At the top, there are three navigation buttons: 'Edit' (with a dropdown arrow), '2 Please fill out the following fields' (highlighted with a blue circle), and '3 Submit Maintenance' (with a dropdown arrow). Below the navigation, the section is titled 'POWTS Questions' in yellow. It contains six dropdown menu items, each with a downward arrow on the right: 'Pumping Required *', 'Service Performed *', 'Tank Condition', 'Condition of Inlet Baffles', 'Condition of Outlet Baffles', and 'Effluent Filter'. The entire form is enclosed in a black border with a close button (X) in the top right corner.

Once you've completed answering all of the questions, the last step is to review the information and then Submit.

This screenshot shows the 'Submit Maintenance' review step. At the top, there are three navigation buttons: 'Edit' (with a dropdown arrow), 'Edit Please fill out the following fields' (with a dropdown arrow), and '3 Submit Maintenance' (highlighted with a blue circle). Below the navigation, the section is titled 'Submit Maintenance'. It features two expandable sections: 'Important data' (expanded) and 'Contacts that are involved' (collapsed). The 'Important data' section contains the following information: 'Asset: MOUND (PIPE & STONE)', 'Detailed Description: 3 Year Maintenance Inspection', 'Maintenance Type: 3 Year POWTS Maintenance', 'Pumping Required: No-tank less than 1/3 full of solids', and 'Service Performed: Inspected and Pumped'. At the bottom of the form, there are five buttons: 'Abandon' (red), 'Back' (blue), 'Draft' (green), 'Click here for Support' (blue), and 'Submit' (blue). A red arrow points to the 'Submit' button. The entire form is enclosed in a black border with a close button (X) in the top right corner.