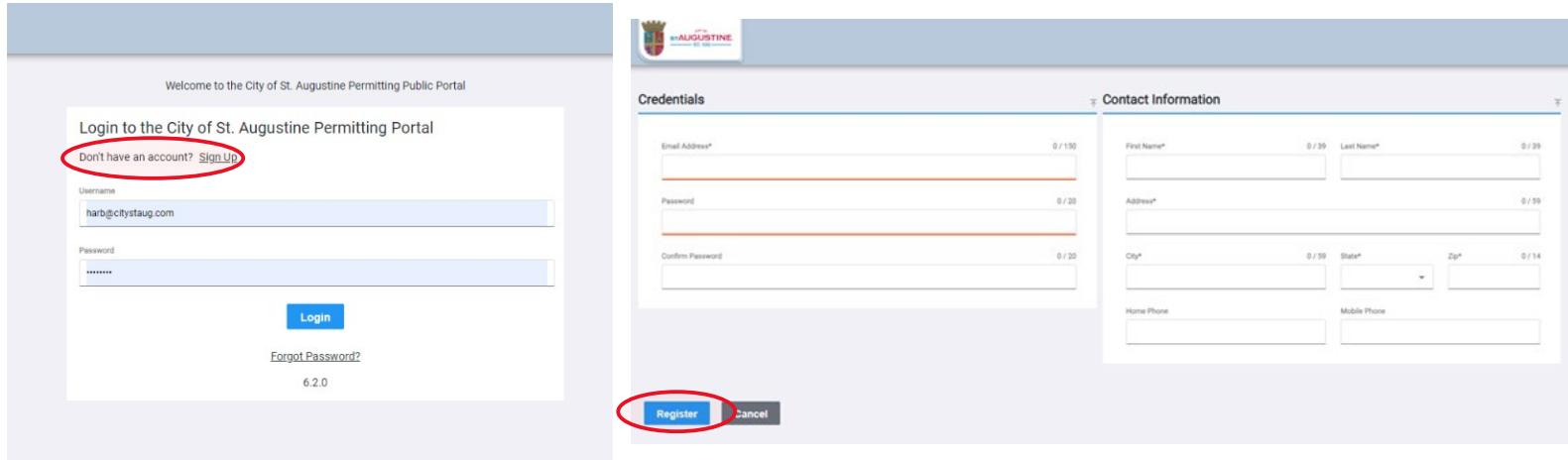


Submitting a Development Review Committee Application through the Public Portal: A Step-by-Step Guide

Portal accessed at <https://gis.citystaug.com/COSAPermits/login>

Step 1: If new, Sign Up and create an account, or Log into an existing account.



Welcome to the City of St. Augustine Permitting Public Portal

Login to the City of St. Augustine Permitting Portal

Don't have an account? [Sign Up](#)

Username: harb@citystaug.com

Password:

[Login](#)

[Forgot Password?](#)

6.2.0

Credentials

Email Address*

0 / 150

Confirm Password

0 / 20

Contact Information

First Name*

0 / 39

Last Name*

0 / 39

Address*

0 / 199

City*

0 / 59

State*

Zip*

0 / 14

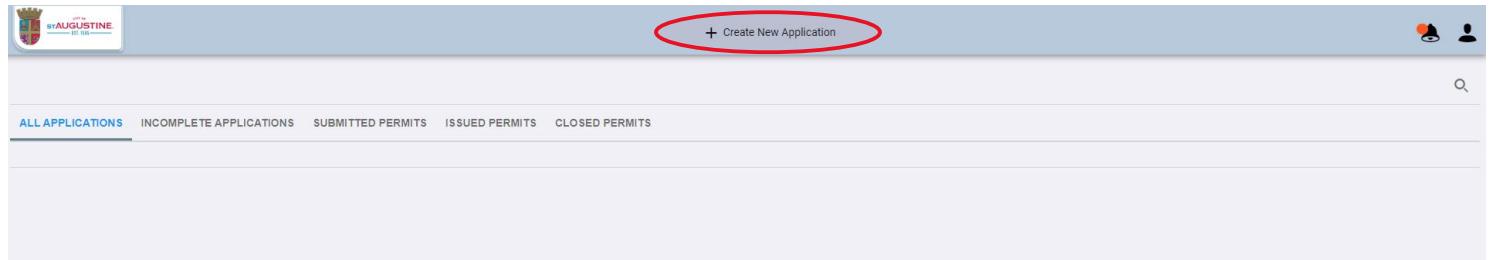
Home Phone

Mobile Phone

[Register](#) [Cancel](#)

You will receive an email confirmation to activate your new account.

Step 2: Create a new application.

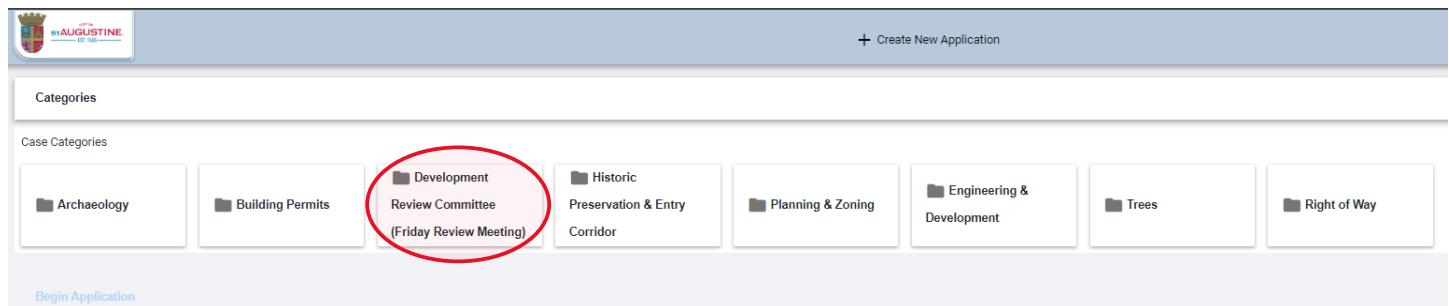


City of St. Augustine

+ Create New Application

ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

Choose Development Review Committee (Friday Review Meeting)



Categories

Case Categories

Archaeology

Building Permits

Development Review Committee (Friday Review Meeting)

Historic Preservation & Entry Corridor

Planning & Zoning

Engineering & Development

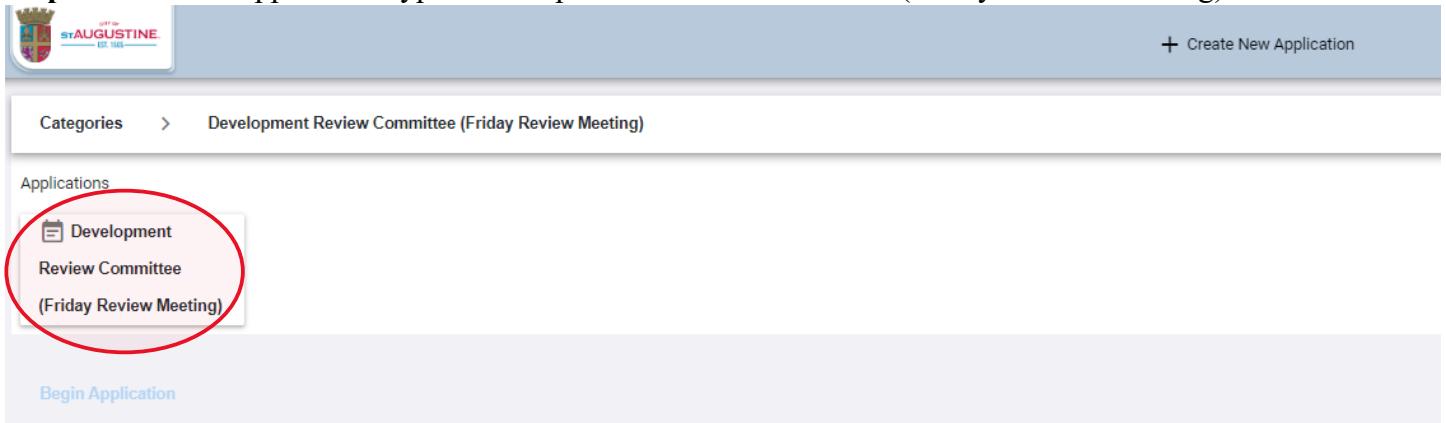
Trees

Right of Way

+ Create New Application

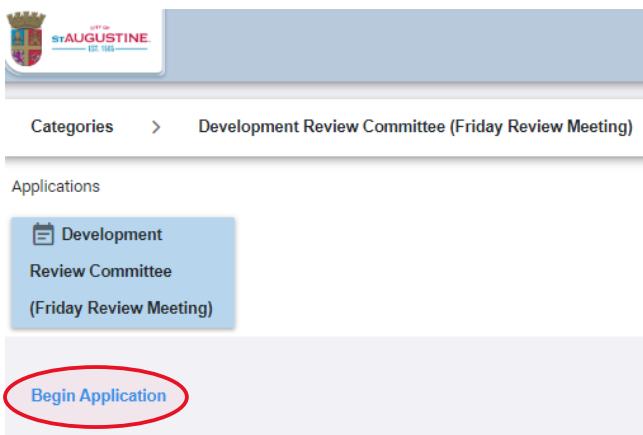
Begin Application

Step 3: Select the application type: Development Review Committee (Friday Review Meeting)



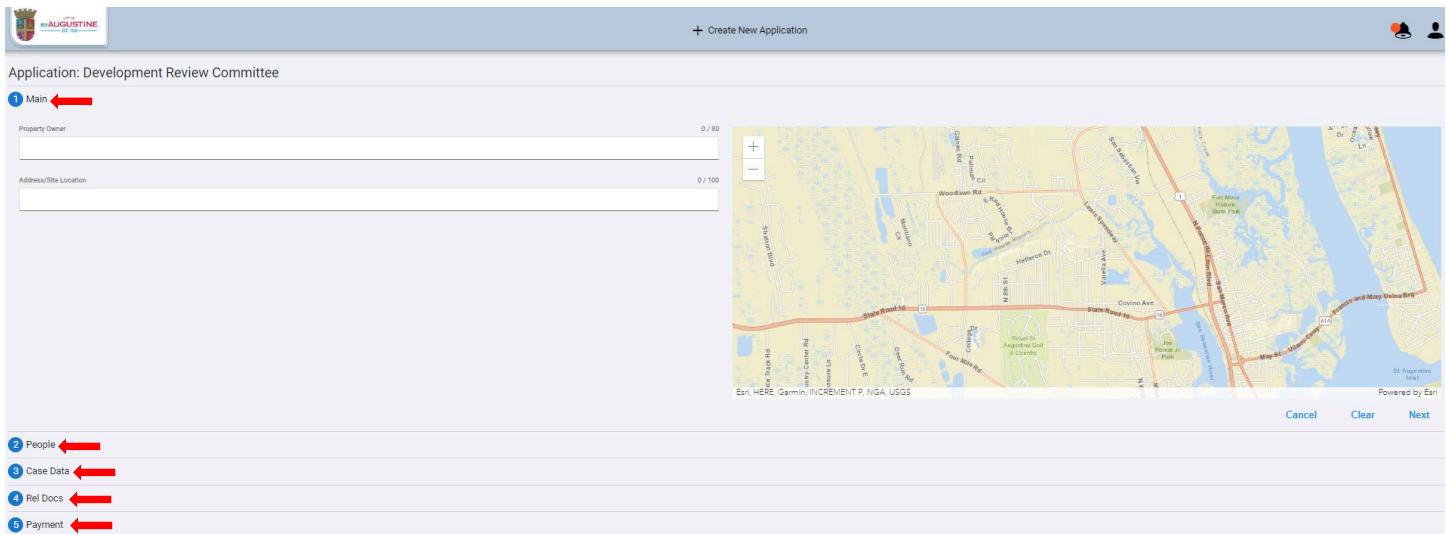
The screenshot shows the St. Augustine City Application Portal. At the top, there is a logo for the City of St. Augustine and a 'Create New Application' button. Below the logo, the breadcrumb navigation shows 'Categories > Development Review Committee (Friday Review Meeting)'. The 'Applications' section contains a list with three items: 'Development', 'Review Committee', and '(Friday Review Meeting)'. The third item, '(Friday Review Meeting)', is highlighted with a red circle. At the bottom of the list is a blue 'Begin Application' button.

Select “Begin Application”.



The screenshot shows the St. Augustine City Application Portal. The 'Begin Application' button is circled in red.

Step 4: Fill in application and attach required documents (PDF format files only)



The screenshot shows the application form for the Development Review Committee. At the top, there is a 'Create New Application' button and a user profile icon. The form is titled 'Application: Development Review Committee'. The 'Main' section is highlighted with a red arrow. Below it are fields for 'Property Owner' and 'Address/Site Location'. To the right is a map of the area, showing streets and water bodies. The map is powered by Esri, HERE, Garmin, INCREMENT P, NGA, USGS. At the bottom of the form, there are buttons for 'Cancel', 'Clear', and 'Next'. Numbered red arrows point to the following sections: 2 People, 3 Case Data, 4 Rel Docs, and 5 Payment.

Contact drc@citystaug.com with any questions, portal issues, or feedback.