

## 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

Password 0 / 20

Confirm Password 0 / 20

Contact Information

First Name\* 0 / 30 Last Name\* 0 / 30

Address\* 0 / 50

City\* 0 / 50 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.

+ Create New Application

ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

Choose Development Review Committee (Friday Review Meeting)

+ Create New Application

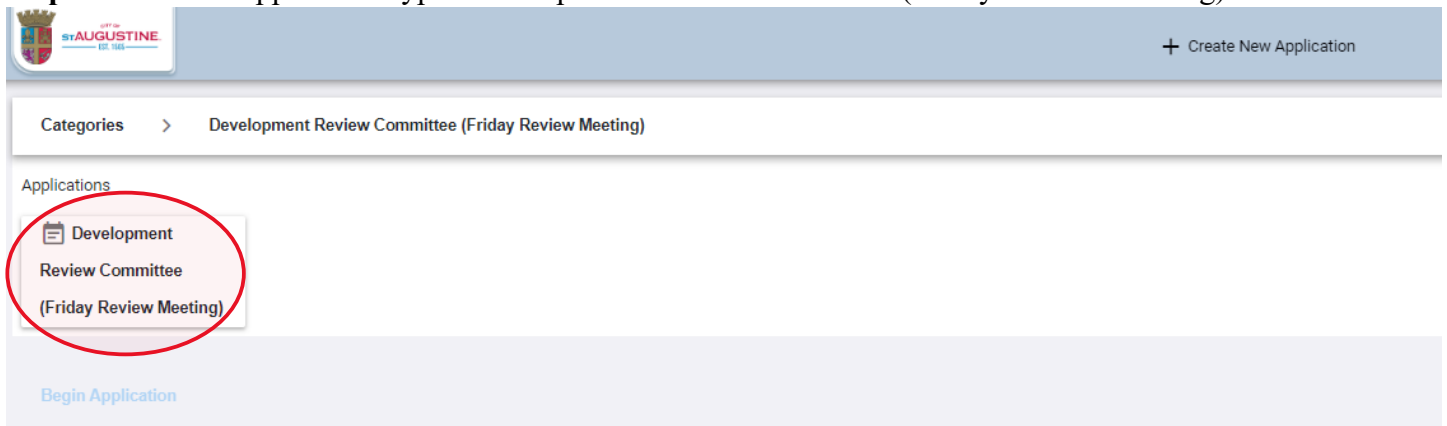
Categories

Case Categories

Archaeology Building Permits **Development Review Committee (Friday Review Meeting)** Historic Preservation & Entry Corridor Planning & Zoning Engineering & Development Trees Right of Way

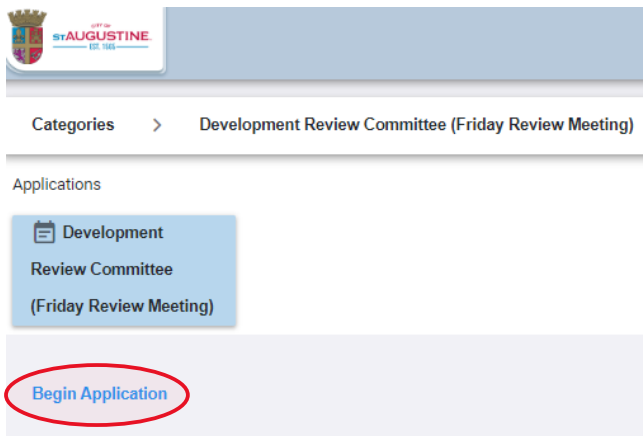
[Begin Application](#)

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



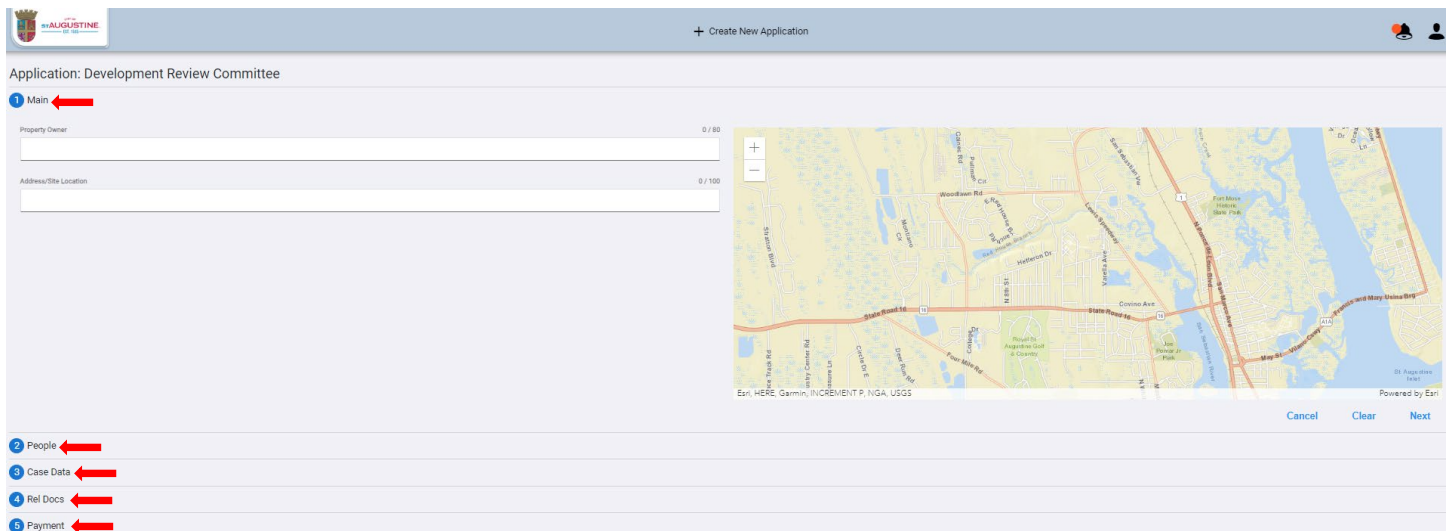
The screenshot shows the City of St. Augustine application portal. At the top, there is a header with the city logo and a '+ Create New Application' button. Below the header, the 'Categories' section is expanded, showing 'Development Review Committee (Friday Review Meeting)'. Under this category, the 'Applications' section lists 'Development Review Committee (Friday Review Meeting)' with a calendar icon. A red circle highlights this option. At the bottom, there is a 'Begin Application' button.

Select “Begin Application”.



This screenshot shows the same application portal as the previous one, but with the 'Begin Application' button at the bottom highlighted by a red circle. The 'Development Review Committee (Friday Review Meeting)' category is still selected, and the 'Applications' section is visible.

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



The screenshot shows the 'Main' step of the application process. The 'Application: Development Review Committee' is selected. The 'Main' step is highlighted with a red arrow. Below the step indicator, there are two input fields: 'Property Owner' (0 / 80) and 'Address/Site Location' (0 / 100). To the right of these fields is a map showing the location of the property. Below the map, there are four steps: 'People', 'Case Data', 'Rel Docs', and 'Payment', each with a red arrow pointing to it. At the bottom right, there are 'Cancel', 'Clear', and 'Next' buttons.

Contact [drc@citystaug.com](mailto:drc@citystaug.com) with any questions, portal issues, or feedback.