

## **Submitting a Planning & Zoning Board 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.

The screenshot shows the login and registration process. On the left, the login screen has a 'Sign Up' link circled in red. On the right, the registration screen has a 'Register' button circled in red.

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

**Step 2:** Create a new application.

The screenshot shows the application dashboard with a 'Create New Application' button circled in red.

Choose Planning & Zoning

The screenshot shows the 'Planning & Zoning' category selected, circled in red. Other categories like Archaeology, Building Permits, and Engineering & Development are also visible.

**Step 3:** Select the application type: Planning and Zoning Board

The screenshot shows the 'Planning and Zoning Board' application selected, circled in red. Other application types like 'Planning and Zoning' and 'Engineering & Development' are also listed.

Please read the pop-up which provides important information about the application process. →

## Application Info

### PLEASE NOTE

The following forms are required to be submitted with this application:

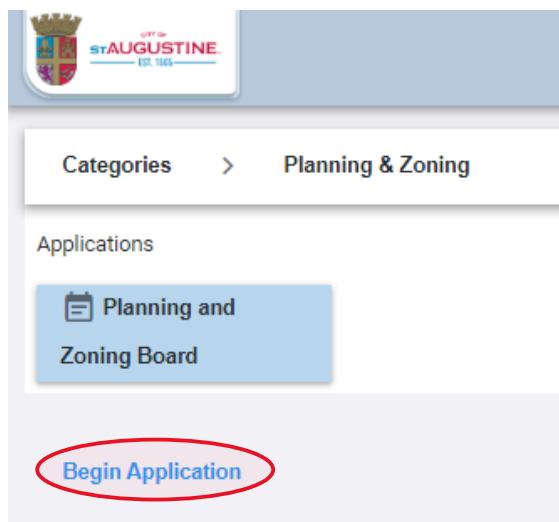
<https://citystaug.com/DocumentCenter/View/167/Planning-and-Zoning-Board-Application-PDF>

**Pro Tip:** Right-click links and choose: “open window in new tab” to avoid being redirected from your application.

Once your application is started, you can save your progress!

Close

Select “Close” in the bottom right and then select “Begin Application”.



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

1 Main →

2 People →

3 Case Data →

4 Rel Docs →

5 Payment →

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