

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 left screenshot shows the login page with the text "Welcome to the City of St. Augustine Permitting Public Portal" and "Login to the City of St. Augustine Permitting Portal". Below this is a "Don't have an account? Sign Up" link circled in red. The login fields are "Username" (with the example "harb@citystaug.com") and "Password". A "Login" button is at the bottom. Below the login fields is a "Forgot Password?" link and the version number "6.2.0".

The right screenshot shows the registration form. It has two main sections: "Credentials" and "Contact Information". The "Credentials" section includes "Email Address*", "Password", and "Confirm Password" fields, each with a character count. The "Contact Information" section includes "First Name*", "Last Name*", "Address*", "City*", "State*", "Zip*", "Home Phone", and "Mobile Phone" fields, each with a character count. At the bottom of the "Credentials" section, the "Register" button is circled in red, along with a "Cancel" button.

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

Step 2: Create a new application.

The screenshot shows the dashboard of the City of St. Augustine Permitting Public Portal. At the top, there is a blue header bar with the City of St. Augustine logo on the left and a "+ Create New Application" button circled in red on the right. Below the header bar, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is selected. Below the navigation bar, there is a large empty space for displaying applications.

Choose Planning & Zoning

The screenshot shows the "Categories" section of the City of St. Augustine Permitting Public Portal. At the top, there is a blue header bar with the City of St. Augustine logo on the left and a "+ Create New Application" button on the right. Below the header bar, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is selected. Below the navigation bar, there is a section titled "Categories". Under "Case Categories", there are several buttons: "Archaeology", "Building Permits", "Development Review Committee (Friday Review Meeting)", "Historic Preservation & Entry Corridor", "Planning & Zoning" (circled in red), "Engineering & Development", "Trees", and "Right of Way". At the bottom of the "Categories" section, there is a "Begin Application" link.

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

The screenshot shows the "Applications" section of the City of St. Augustine Permitting Public Portal. At the top, there is a blue header bar with the City of St. Augustine logo on the left and a "+ Create New Application" button on the right. Below the header bar, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is selected. Below the navigation bar, there is a section titled "Applications". Under "Applications", there is a button labeled "Planning and Zoning Board" circled in red.

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:

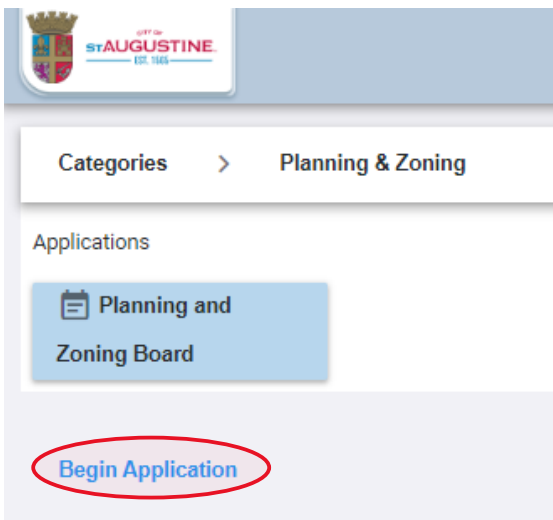
<https://citystaug.com/DocumentCenter/View/167/Planning-and-Zoning-Board-Application-PDF>

Close

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!

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



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

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