

## Submitting an ABT License for Zoning Review 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 to the City of St. Augustine Permitting Portal' page. It includes a 'Sign Up' link circled in red. The right screenshot shows the 'Credentials' and 'Contact Information' registration forms. The 'Register' button at the bottom of the 'Credentials' section is circled in red.

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

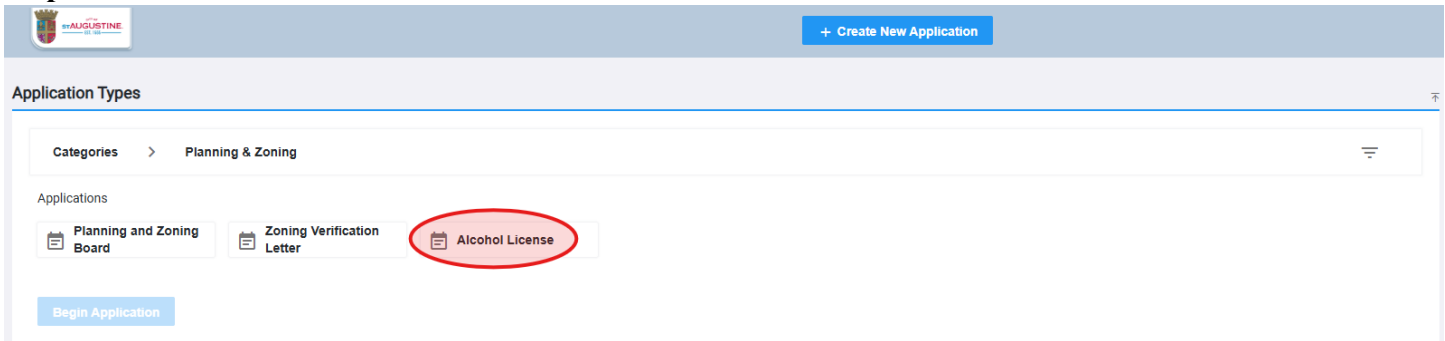
**Step 2: Create a new application.**

The screenshot shows the dashboard with the '+ Create New Application' button circled in red. Below the button are tabs for 'ALL APPLICATIONS', 'INCOMPLETE APPLICATIONS', 'SUBMITTED PERMITS', 'ISSUED PERMITS', and 'CLOSED PERMITS'.

Select Planning & Zoning

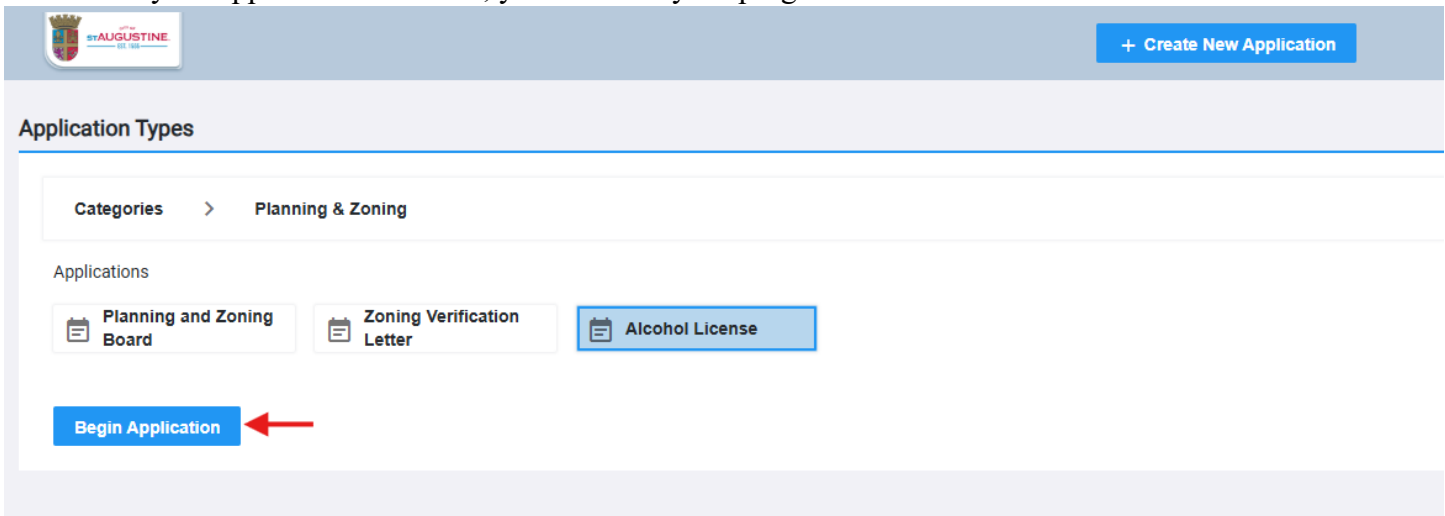
The screenshot shows the 'Application Types' page with various categories. The 'Planning & Zoning' category is circled in red. A 'Begin Application' button is visible at the bottom left.

### Step 3: Select “Alcohol License”



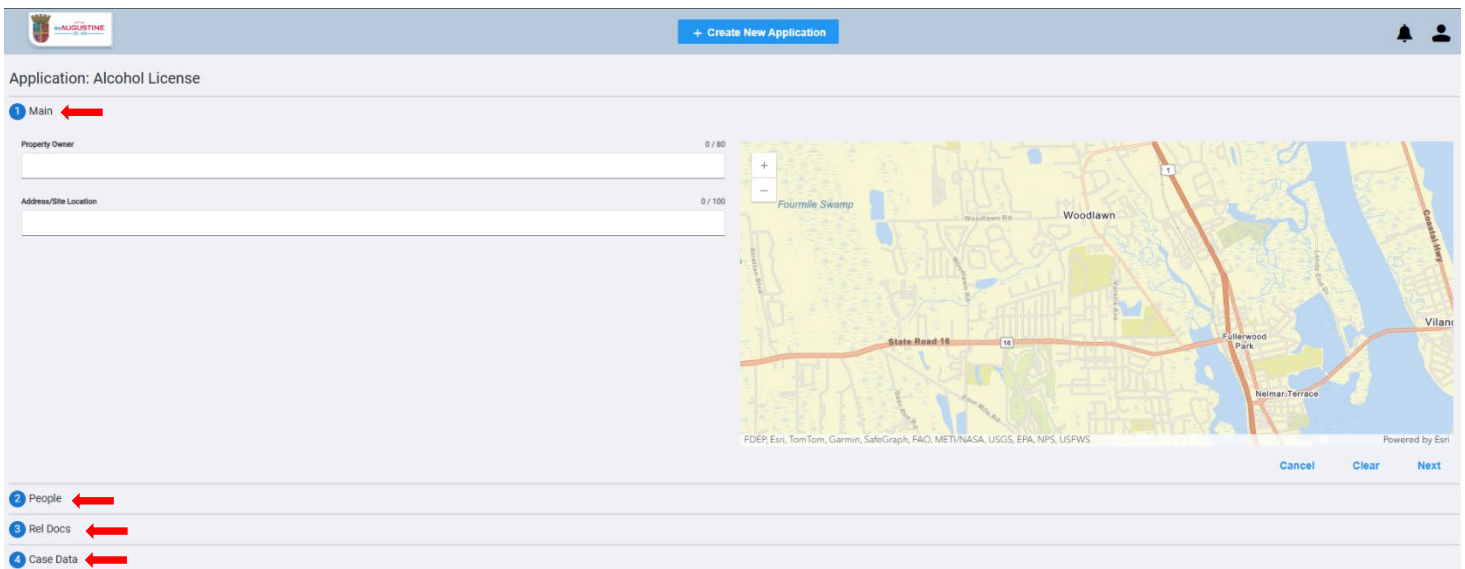
The screenshot shows the 'Application Types' page on the St. Augustine website. At the top, there is a header with the St. Augustine logo and a '+ Create New Application' button. Below the header, the page is titled 'Application Types'. Under the 'Categories' section, 'Planning & Zoning' is selected. In the 'Applications' section, three options are listed: 'Planning and Zoning Board', 'Zoning Verification Letter', and 'Alcohol License'. The 'Alcohol License' option is circled in red. Below the applications, there is a 'Begin Application' button.

Note: once your application is started, you can save your progress!



This screenshot is identical to the one above, showing the 'Application Types' page. However, the 'Alcohol License' button is now highlighted in blue, and a red arrow points to the 'Begin Application' button below it.

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



The screenshot shows the 'Application: Alcohol License' form. At the top, there is a header with the St. Augustine logo and a '+ Create New Application' button. Below the header, the page is titled 'Application: Alcohol License'. On the left, there is a sidebar with four steps: '1 Main', '2 People', '3 Rel Docs', and '4 Case Data'. The '1 Main' step is selected and highlighted in red. Below the sidebar, there are two input fields: 'Property Owner' and 'Address/Site Location'. To the right of these fields is a map showing the location of the property. At the bottom of the map, there are 'Cancel', 'Clear', and 'Next' buttons. Below the map, there is a progress bar with four steps: '1 Main', '2 People', '3 Rel Docs', and '4 Case Data'. The '2 People' step is highlighted in red.

2 People

more... Use My Info

Roles

APPLICANT : Applicant

Name 0 / 60

Address 0 / 60

City 0 / 60 State 0 / 2

Zip 0 / 15 Home Phone

Cell Phone

Email 0 / 256

Comment 0 / 2000

## Step 5: Attach Application (3 – Rel Docus)

Application: Alcohol License

1 Main

2 People

3 Rel Docs

Required

ABT Application PDF

Drop Here

No attachments.

Cancel Previous Next

Note: You can drag and drop the PDF or select the paper clip and search for the file.

- The file must be the complete application including required floor plans and/or site plans.
- PDF is the only accepted file type.

Label 0 / 256

ABT Application

Select the default label, the portal will not move past this point until selected.

## Step 6: Fill out the required Case Date fields

4

Case Data

ABT Application

Parcel ID

Text

0 / 60

Applicant Name

Text

0 / 60

Business Name

Text

0 / 60

Event Date (If Applicable)

Date Value

Note: The parcel ID is required and can be found on the [St. Johns County Property Appraisers website](#).

## Step 7: Select Submit (located in the bottom right corner)

A copy of the approved ABT license will be available within the portal and via email once complete.

Additional information may be requested via email.

Please contact [planningandbuilding@ciystaug.com](mailto:planningandbuilding@ciystaug.com) with any questions, portal issues or feedback.