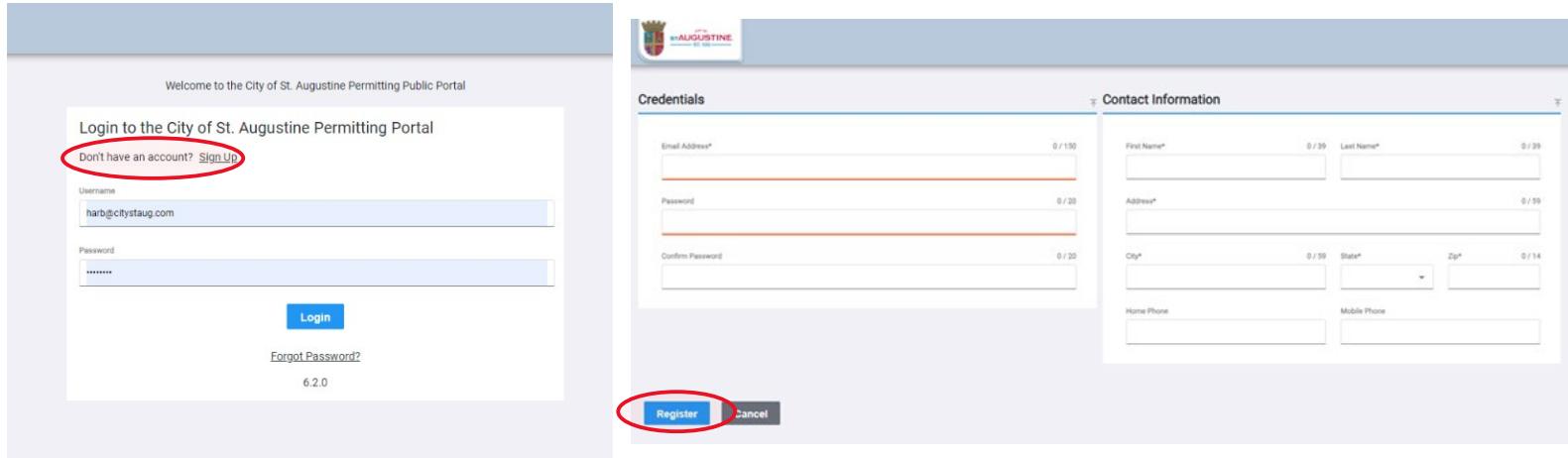


Submitting a Zoning Verification Letter Application through the Public Portal: A Step-by-Step Guide

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

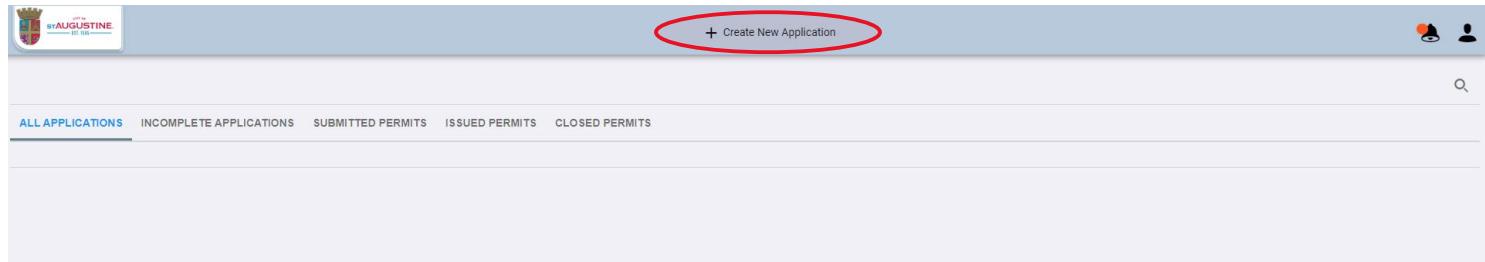
Home Phone

Mobile Phone

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

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

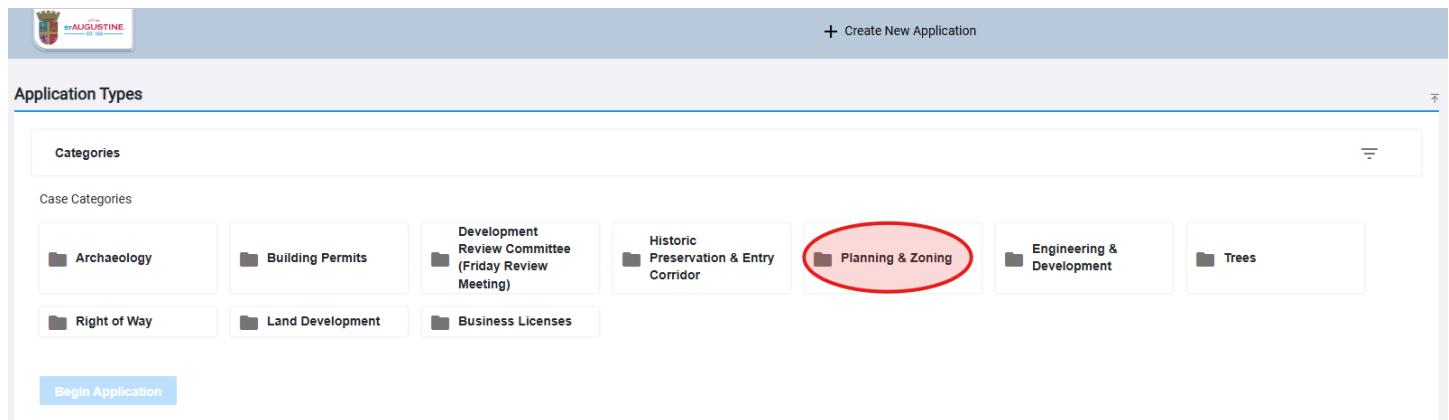
Step 2: Create a new application.



ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

[+ Create New Application](#)

Select Planning & Zoning



Application Types

Categories

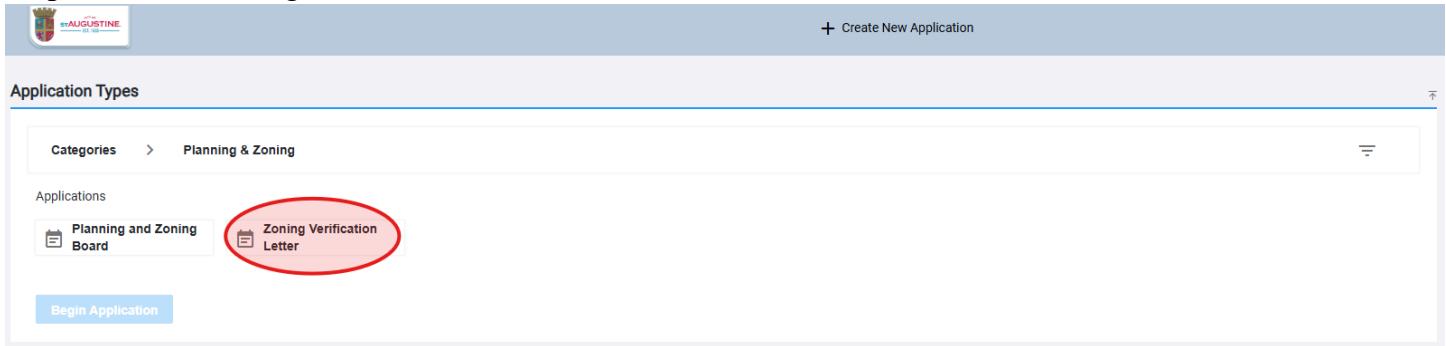
Case Categories

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

Right of Way Land Development Business Licenses

[Begin Application](#)

Step 3: Select “Zoning Verification Letter”



Application Types

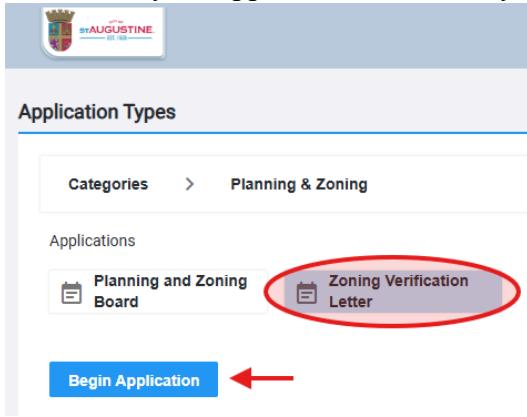
Categories > Planning & Zoning

Applications

Planning and Zoning Board **Zoning Verification Letter**

Begin Application

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



Application Types

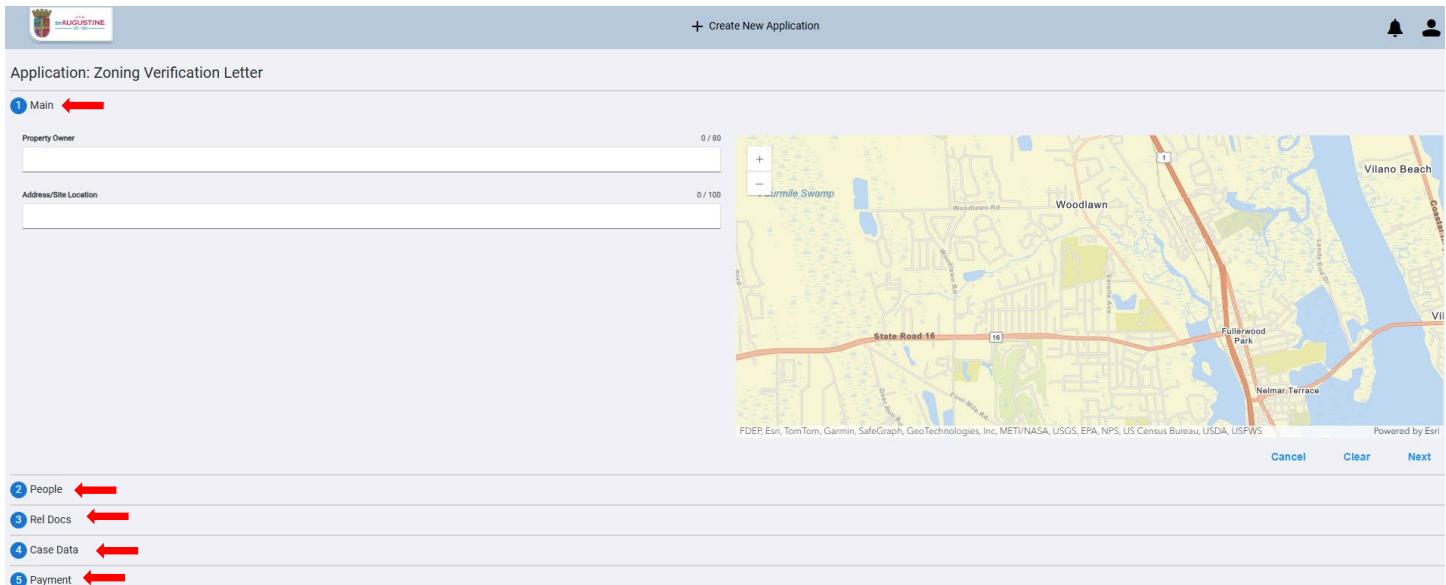
Categories > Planning & Zoning

Applications

Planning and Zoning Board **Zoning Verification Letter**

Begin Application

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



Application: Zoning Verification Letter

1 Main

Property Owner

Address/Site Location

0 / 80 0 / 100

1.1 Urville Swamp

Woodlawn

State Road 16

Fullerwood Park

Nelmar/Terrace

Powered by Esri

Cancel Clear Next

2 People

3 Rel Docs

4 Case Data

5 Payment

People

more... Use My Info

Roles

APPLICANT : Applicant 

Name 0 / 60

Address 0 / 60

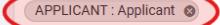
City 0 / 60 State 0 / 2

Zip 0 / 15 Home Phone

Cell Phone

Email 0 / 256

Comment 0 / 2000



- Do not change the roles, the applicant will be listed on the Zoning Verification Letter.
- No documents are required to be attached however a survey may be beneficial for additional information requested.

Step 5: Fill out the required Case Date fields

4 Case Data

APPLICANT: Zoning Verification Letter

Parcel ID

Text

Description of Request (Letter will include: Zoning, Planning and Zoning Board Requirements, Code Enforcement Cases, Planning and Zoning Board Cases and Definitions)

Comment




Note: The parcel ID is required and can be found on the [St. Johns County Property Appraisers website](#). Additional information can be requested under the “Description of Request”.

Step 6: Process payment and submit

Payment

Deposits

Deposit	Amount	Amount Paid	Amount Due
Total:	\$0.00	\$0.00	\$0.00

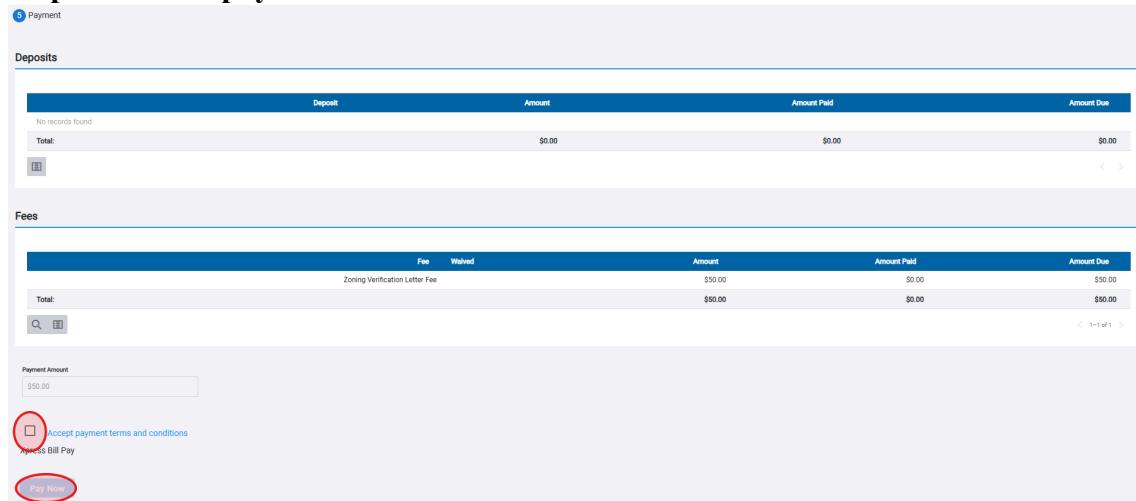
Fees

Fee	Waived	Amount	Amount Paid	Amount Due
Zoning Verification Letter Fee		\$50.00	\$0.00	\$50.00
Total:		\$50.00	\$0.00	\$50.00

Payment Amount
\$50.00

Accept payment terms and conditions
Access Bill Pay

Pay Now



- Select the check box next to “Accept payment terms and conditions”.
- Select “Pay Now”
- Follow the payment prompts on the screen, this will automatically be submitted once the payment is received.

A copy of the Zoning Verification Letter will be available within the portal and via email once complete.

Please contact planningandbuilding@ciystaug.com with any questions, portal issues or feedback.

Visit our [zoning webpage](#) for more information.