

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.

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, there is a link "Don't have an account? Sign Up" 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, there is a link "Forgot Password?" 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 has fields for "Email Address*", "Password", and "Confirm Password", each with a character count. The "Contact Information" section has fields for "First Name*", "Last Name*", "Address*", "City*", "State*", "Zip*", "Home Phone", and "Mobile Phone", each with a character count. At the bottom of the "Credentials" section, there is a "Register" button circled in red and 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 header with the City of St. Augustine logo and a "+ Create New Application" button circled in red. Below the header, 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.

Select Planning & Zoning

The screenshot shows the "Application Types" page of the City of St. Augustine Permitting Public Portal. At the top, there is a header with the City of St. Augustine logo and a "+ Create New Application" button. Below the header, there is a section titled "Application Types". Under this section, there is a "Categories" section. Below "Categories", there is a "Case Categories" section. In this section, there are several category tiles: "Archaeology", "Building Permits", "Development Review Committee (Friday Review Meeting)", "Historic Preservation & Entry Corridor", "Planning & Zoning" (circled in red), "Engineering & Development", "Trees", "Right of Way", "Land Development", and "Business Licenses". At the bottom of the "Case Categories" section, there is a "Begin Application" button.

Step 3: Select “Zoning Verification Letter”



[+ Create New Application](#)

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!



[+ Create New Application](#)

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)



[+ Create New Application](#)






Application: Zoning Verification Letter

1 Main

Property Owner0 / 80

Address/Site Location0 / 100



2 People

3 Ref Docs

4 Case Data

5 Payment

Cancel

Clear

Next

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

- 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 Data 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
No records found			
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

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.