

City of Culver City Planning Division

On-line Project Application Guidelines

1. When you are ready to apply, access the application on City's website [Online Application and Submittal](#)
2. Fill out application with as much information as possible. Enter N/A if question does not apply to your project. If your "Application type" is not listed, check "Other" and type in description (e.g. Address assignment, sign permit, etc.).
3. **First signature:** To be signed by person filling in the application or the main contact for the project. This can be done upon initial filling out by clicking "Signature Here".
4. **Second signature:** needs to be either
 - a. Emailed to the owner which will then complete the application process. Click on "Finalize and Submit" (bottom right hand corner), it will prompt you to enter the **owner's name and email**. This automatically sends an email to the owner asking to sign and submit.
 - b. or email to yourself if you are signing as both owner/applicant.
5. You will be prompted to Upload Documents. (missing documents will delay your application process). Follow the instructions on how to upload documents. **You will not be able to proceed with the application if your documents are not attached.**
6. Once 2nd signature is completed and submitted, this will complete your application process. Application will be automatically sent to the Planning Division for processing. DO NOT send/resend directly to a City Planner.
7. Applicant and/or owner will receive an email confirmation stating that "The Document is Complete".
8. Within a few days, you will receive an email with instructions and a link to pay with a credit card.
 - a. If you would prefer to pay by check, please contact the Planning Division at (310) 253-5710 or 5725 to request an invoice for your application fee(s). A check will need to be made out to "City of Culver City" and sent together with the invoice via FedEx or mail to:
 - b. Current Planning Division 9770 Culver Blvd Culver City, CA 90232. With a copy of the corresponding invoice; or
 - c. The check and associated invoice can also be dropped off at the Planning Division's Drop Off mail slot at City Hall (2nd floor -outside main door)
9. City Planner assigned to your project will reach out in case of questions and/or status update. Due to COVID-19 remote working protocols, please allow a few days to hear back from our City Planners.