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.