

City of Culver City Planning Division

On-line Project Application Guidelines

1. When you are ready to apply, please contact the Planning Division at (310) 253-5710 or 5735 to request a One-Time Credit Card Payment Authorization Form. Form must be included with the online application.
2. Access application on City's website / Current Planning Division / Planning Apps and Forms / Project Application (On-line Application and Submittal) or by using link: <https://culvercity.seamlessdocs.com/f/CurrentPlanningProjectApplication>
3. 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.).
4. **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".
5. **Second signature:** needs to be either
 - a. Emailed to the owner which will then complete the application. 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 them to sign and submit.
 - b. or email to yourself if you are signing as both owner/applicant
6. You will be prompted to Upload Documents. (missing documents will delay your application process). Follow the instructions on how to upload documents and the One-Time Credit Card Payment Authorization Form (Form must include a copy of ID). You will not be able to proceed with the application if your documents are not attached.
7. 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.
8. Applicant and/or owner will receive an email confirmation stating that "The Document is Complete".