



## Procedure for applying for a building permit in Florence Township

- Complete the **Building Permit Form** found on the township website's ([florencetwp.org](http://florencetwp.org)) main page under the tab: Permits and Other Forms.
- Complete a site plan which includes the location and size of the proposed structure on the property, location of any other structures and the measurements of setbacks from ALL property lines.
- Email application and site plan to [florencezoning@gmail.com](mailto:florencezoning@gmail.com) and mail your permit fee of \$75 (check payable to **Florence township**) to:

Florence Zoning  
PO Box 99  
Frontenac, MN 55026

You may also mail the application, site plan and fee to the zoning PO box if you prefer.

**Your application is considered complete and will begin the review process once the three abovementioned items are received by the zoning liaison.**

Applications submitted to the zoning liaison by 15th of the month will expedite review and advance to the planning commission and township board the *following month*.

The planning commission meets at 6pm on the second Monday of each month. The board meets at 6pm of the third Monday of the month.

You will be notified of the status of your permit as it moves through the process. Your attendance is recommended when your permit is scheduled to come before the board of supervisors. After board approval, you will take your permit to Goodhue county to compete their application process. If you are unable to attend the board meeting, please inform the zoning liaison and your permit will be mailed.

Please contact the township zoning liaison at  
florencezoning@gmail.com or 651-269-1635

OR bring your plans/questions to the Planning Commission meeting for a preliminary review.

