

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

- 1.) Complete the Building Permit Form found on the township website ([florencetwp.org](http://florencetwp.org)) main page under the tab: Permit Process/Applications.
- 2.) 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.
- 3.) E-mail 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 97  
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 above listed items are received by the zoning liaison.**

Fully Completed Applications submitted to the zoning liaison by the 15th day of the month will expedite review and advance to the planning commission and township board for the *Following Month*.

The planning commission meets at 6PM on the second Monday of each month. The township board of supervisors meets at 6PM on the third Monday of each 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 township board of supervisors. After board approval, you will take your permit to Goodhue County to complete their application process. If you are unable to attend the township board meeting, please inform the zoning liaison and your permit will be mailed to you.

Please contact the township zoning liaison at:

[florencezoning@gmail.com](mailto:florencezoning@gmail.com)

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