

# Procedure for applying for a Building Permit in Florence Township

1. Complete the Building Permit Form found on the Permit Application Process and Forms page of the township website.
2. Complete a site plan which includes location and size of the proposed structure on the property, location of any other structures, and 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.

**Submit your fully completed application by the 15th day of the month for review by the Planning Commission the *following month* and subsequent advancement to the Township Board for final approval.**

Your application will be reviewed for completeness and will begin the review process once the three above listed items are received and in good order. You will be contacted if additional information is needed, and you will be notified of the status of your permit as it moves through the process.

The Planning Commission meets at 6PM on the second Monday of each month at the Florence Town Hall, 33915 Highway 61 Blvd, Frontenac, MN 55026. The Township Board meets at 6PM on the third Monday of each month at the same location. Your attendance is recommended at both meetings to answer potential questions.

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 Planning Commission and your permit will be mailed to you.

Note that most development and improvement projects within the Old Frontenac Historic District (R-FHD-1) require review and approval from the Heritage Preservation Commission (HPC) **regardless** of whether a township building permit is required. Building permit applications within the Old Frontenac Historic District **must** be reviewed and approved by the HPC prior to final review and approval by the Planning Commission and Township Board. The HPC meets at 6PM on the first Monday of each month at the Florence Town Hall. See the HPC site for details: <https://florencetwp.org/heritage-commission/>

If review and approval from both commissions is required, you are encouraged to initiate both review processes simultaneously to expedite the overall process. This could allow for HPC review the first Monday of the month, Planning Commission review the second Monday, and final Township Board approval the third Monday.

Please contact the Planning Commission with any questions at [florencezoning@gmail.com](mailto:florencezoning@gmail.com), or feel free to contact commission members (see Planning Commission website for contact information: <https://florencetwp.org/planning-commission/>).