

### **Building Permit Application Instructions:**

Note: This permit application form also includes applying for placement of on-premise signage.

1. Read the Florence Township Zoning Ordinance from the website to be familiar with any items that may affect your building or signage application.
2. Download the application document, and fill it out completely.
3. Along with the application document, please provide the following:
  - a. Copy of building plan (professional plans are preferred) which include roof height, pitch, dimensions, elevation views, roofing/siding, and foundation.
  - b. Map of building site, with septic location, lot lines indicating building setbacks and any streets, neighboring homes, existing buildings.
  - c. Bluff setbacks, wetlands, bodies of water(if applicable)
  - d. Map of location, height, and dimensions of signage and mock-up of sign(if applicable).
4. Bring the application to the Planning Commission meeting, held on the second Monday of the month at 7:00 p.m. at the Florence Town Hall.
5. If location is in Old Frontenac, please contact the Heritage Commission for any covenants or approvals.
6. Once all approvals are met and signed off, bring the application and supporting documents to the Board of Supervisor's meeting on the third Monday of the month at 6:00 p.m.. for final Board approval.
7. Bring all pertinent documentation and information to Goodhue County Land Use Management for County review and approval .