

# GERRISH TOWNSHIP SHORT-TERM RENTAL (STR) PERMIT APPLICATION

For Office Use Only		
Application Number	Parcel ID #	Date and Time Received

## INSTRUCTIONS:

To be considered for a 2027 Short-Term Rental (STR) Permit, applicants must submit a complete application package. A complete application consists of this form and all required supporting documentation as specified herein. Applications will be processed in the order received, based on the date and time a complete application is received by the Township. Incomplete applications will not receive a permit.

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## SECTION 1 (ALL APPLICANTS): STR Owner Information

Owner Name(s) \_\_\_\_\_

Proposed STR Address \_\_\_\_\_

Parcel ID # \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

*\*If the Owner meets the criteria for a Local Agent and will serve in that capacity, enter "Owner" for "Local Agent Name" in Section 2 and leave the remaining Local Agent fields blank.*

**SECTION 2 (ALL APPLICANTS): Local Agent Information**

Local Agent Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**SECTION 3 (IF APPLICABLE): Corporate or Trust Ownership**

If the proposed short-term rental is owned by a trust or is part of a corporate entity, all owners and trustees/beneficiaries must be identified here. Use an additional sheet if necessary.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION 4 (IF APPLICABLE): Non-Owner Applicant Information**

Applicant Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Relationship to Owner \_\_\_\_\_

Email \_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

## **SECTION 5 (ALL APPLICANTS): Required Documents**

- Proof of ownership pursuant to a deed or land contract. If a land contract is the basis of ownership, applicant must provide a notarized affidavit from the vendor/owner of the property authorizing its use as a Short-term Rental.
- A copy of the Michigan Sales/Use Tax License or a copy of a Third-Party Contract from the booking platform (e.g., Airbnb, VRBO, Booking.com) if they collect and submit these fees on your behalf.
- A copy of the rental agreement used to lease the dwelling.
- Gerrish Township Short-Term Rental Acknowledgement and Agreement Form.
- Photographs of the Short-term Rental exterior premises that clearly demonstrate compliance with Township Ordinance No. 16 (Junk and Garbage).
- A floor plan drawing of the proposed short-term rental premises, including all outbuildings, number and location of bedrooms, number and location of off-street parking spaces, and the location where all motor vehicles, boats, campers, and trailers will be parked.
- A septic and well status report from the Central Michigan District Health Department indicating the number of bedrooms the septic system servicing the Short-term Rental premises was designed to accommodate. For an Environmental Health FOIA Request, Contact:  
Central Michigan District Health Department  
2012 E. Preston  
Mt. Pleasant, MI 48858  
www.cmdhd.org  
(989) 773-5921

## **SECTION 6 (IF APPLICABLE): Required Documents-- Special Circumstances**

### **Private Road/Shared Access Easement Neighbor Notification and Consent Form:**

- Required of proposed short-term rentals that share a private road and/or shared access easement.

### **Neighbor Notification and Consent Form:**

- Required of proposed short-term rentals that have five (5) or more bedrooms and plan to rent to more than twelve (12) Occupants at a time.

### **Signed Owner Affidavit:**

- Required of any applicant who is not the owner of the proposed short-term rental. The Owner Affidavit must grant authority to the applicant to act on behalf of the owner to request a Short-Term Rental Permit and authorize the Township to enter the property and its premises for purposes of inspection during regular business hours of the Township.

### **Copy of Deed Restrictions:**

- Required of proposed short-term rentals in which the property is subject to deed restrictions (including easements) or use limitations in the subdivision covenants and restrictions of the condominium master deed and/or bylaws applicable to the operation of a short-term rental.

## **SECTION 7 (ALL APPLICANTS): Please Answer the Following Questions**

What is the total number of Occupants you intend to allow per rental period, not to exceed two per bedroom plus four additional (maximum 12)? \_\_\_\_\_

*\*Note: If you plan to rent to more than twelve (12) Occupants at a time, see Section 6: Required Documents—Special Circumstances for additional information.*

What is the length of the typical rental period for which you intend to rent the property? \_\_\_\_\_

Approximately how many weeks per calendar year do you rent/intend to rent the property? \_\_\_\_\_

**SECTION 8 (ALL APPLICANTS): Required Fees**

A non-refundable application fee of one hundred dollars (\$100.00), payable by cash, check, or money order to Gerrish Township, must accompany the application. If a permit is granted, a permit fee of five hundred dollars (\$500.00) per unit is due on or before December 1, 2026. Failure to submit this fee before the due date will cause the permit to be revoked or denied.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

By signing the above, the applicant certifies that the above statements are true and all corresponding documents are complete and accurate. Inaccurate or misleading responses will be grounds to revoke the Short-term Rental Permit.

**Keep a copy of this signed document for your records**