

GERRISH TOWNSHIP SHORT-TERM RENTAL (STR) APPLICATION PROCESS AND IMPORTANT DATES

INSTRUCTIONS: Beginning May 1, 2026, the Township will accept applications for Short-Term Rental (STR) Permits for the 2027 calendar year. Please review the application carefully and answer every question. To be considered for a permit, applicants must submit a completed application with all required forms and supporting documents and a non-refundable one-hundred-dollar (\$100) application processing fee per property payable by check, cash, or money order to Gerrish Township.

SECTION 1: Application Availability

No more than eighty (80) permits will be awarded. Applications received after this number has been reached will not be processed, and the application processing fee will be returned to the applicant.

Applications must be complete to be considered. Incomplete applications will not receive a permit.

SECTION 2: Submission Schedule

Initial Drop-Off Event:

- **Date & Time:** May 1, 2026, beginning at 8:00 a.m.
- **Location:**
Gerrish Township Police Department
3075 E. Higgins Lake Drive
Roscommon, MI 48653
- **Submission Procedure:** In-person submission. Applicants will park and form a line at the front of the building. Township staff will receive applications and assign numbers based on the order in which applications are received. Permits will be awarded to **eligible applicants** in that same order. Please submit all application materials together in one large manila envelope for easier processing.
- **Arrival Time:** Staff will begin receiving applications promptly at 8:00 a.m. Please do not arrive any earlier than 7:30 a.m.

Ongoing Submissions (By Appointment):

- **Dates:** May 2 through August 31, 2026
- **Location:**
Gerrish Township Police Department
3075 E. Higgins Lake Drive
Roscommon, Mi 48653
- **Submission Procedure:** In-person submission, by appointment only. Contact the Short-Term Rental Coordinator at the number provided at the end of this document to set up an appointment.

SECTION 3: Application Requirements

Complete Application Required

An application is considered incomplete if it is **not fully filled out** and/or **does not include all required forms, documents, and supporting materials**.

Incomplete applications will lose their original place in line. Once all required documents are submitted, they will be assigned a new place in line based on the date and time of resubmission.

Incomplete applications may be resubmitted, with all required documents, **by appointment only**.

Required Paperwork Checklist (All Applicants)

- Short-Term Rental (STR) Permit Application Form
- Short-Term Rental Acknowledgement and Agreement Form
- Proof of ownership
- Septic and well status report from the Central Michigan District Health Department
- Proof of State of Michigan Sales/Use Tax compliance
- Copy of Rental Contract Agreement
- Floor plan drawing of the premises
- Photographs of exterior of the property, showing compliance with Gerrish Township Ordinance #16 (Junk and Garbage)

Required Paperwork Checklist (Special Circumstances; Include Only if Applicable)

- If the property is located on a private road or shared access easement, submit the Private Road/Shared Access Easement Neighbor Notification and Consent Form.
- If the property is held in a trust or is part of a corporate entity, submit a list of names of all owners and their percentage interest in the property.
- If there are any deed restrictions, covenants, or HOA rules that pertain to the use of the property as a short-term rental, submit a copy.
- If applicant is someone other than the property owner, submit written permission from the owner(s) for applicant to request a license on their behalf.
- If the property has five (5) or more bedrooms and you intend to rent to more than twelve (12) Occupants at a time, submit the Increased Occupancy Neighbor Notice and Consent Form.

Applicants must submit **all items on this checklist** for the application to be considered complete. Omission of required information or submission of inaccurate or misleading information may result in denial or revocation of the Short-Term Rental License.

SECTION 4: Processing Time and Notification of Acceptance

Applications will typically be processed within 3-4 weeks. Applicants will be notified of their acceptance or denial via the email address provided on the application.

Questions

Questions about the application process or required forms may be directed to the Short-Term Rental Coordinator:

Mary Ellis

Telephone: (989) 821-5207 ext. 290

Email: strcoordinator@gerrishtownship.org

Mailing Address: Gerrish Township Police Department

3075 E. Higgins Lake Drive

Roscommon, MI 48653