

**SHORT-TERM RENTAL PERMIT APPLICATION**  
**Secord Township, Gladwin, Michigan**  
**Pursuant to Secord Township Ordinance Number 9:25**

- On November 13, 2024, the Secord Township Board Approved Ordinance 9:25, the Secord Township Short-Term Rental (STR) Ordinance
- Starting January 2, 2025, anyone operating or advertising a Short-Term Rental (STR) in Secord Township must fill out a STR Application to acquire a Short-Term Rental Permit.
- Secord township will accept applications for Short-Term Rental Permits (STR) beginning on January 2, 2025 at Secord Township Hall 1507 Secord Dam Rd. Gladwin, MI 48624. There will be a CAP of 100 STR Permits issued. Request a Short-Term Rental (STR) Permit Application at [clerk@secordtwp.com](mailto:clerk@secordtwp.com) / or [secordtwp.com](http://secordtwp.com)
- **THE SHORT TERM RENTAL LICENSE FOR THE OWNER ONLY AND IS NOT ASSIGNABLE.**
- **THE OWNER IS RESPONSIBLE FOR ALL NUISANCE, ENFORCEMENT COMPLAINTS AND FEE(S) ON THEIR PREMISES.**

**ITEMS REQUIRED FOR SUBMITTAL OF A STR PERMIT APPLICATION**

- **This Application Form (three [3] pages)**
- **Annual Application Fee - \$300.00 Payable to Secord Township each year [Memo: STR Application]**
- **Permit Fee - \$50.00 Payable to Secord Township each year *{if approved}* [Memo: STR permit].**
- **Site Plan showing the required parking spaces. (may be hand drawn)**
- **Gladwin County Health Dept. Permit or approval indicating the number of approve bedrooms.**
- **Proof that the septic or holding tanks have been pumped or inspected within three (3) years of the Application Date.**
- **Fire Inspection [approved] form.**
- **Notice list of Residents within 300' (three hundred feet) from Rental Property.**
- **If the Applicant signing the application is not the owner of the property, written authorization from the Property Owner is required**

**PLEASE READ BEFORE SUBMITTING THIS APPLICATION**

- The permit only applies to the rental on an entire dwelling unit on a short-term basis (Definition; *TERM*: no less than two [2] days-not to accede one month *of each term of rental*)
- Application including all items required at a cost of \$300.00 each year.
- A STR Permit is required at a cost of fifty (\$50.00) dollars each year.
- The permit does not apply the short-term rental of a portion of a dwelling unit, or an owner-occupied B & B, Inn, Motel, or Waterfront Resort. (A Land Use Permit is required for a B & B or an owner-occupied short-term rental).
- A Short-Term Real Permit cannot be issued for a camper, RV, tent, boat, etc.
- **Application Fee is Non-Refundable whether the Application is Approved or denied.**

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**Office Use:**

Application Number: \_\_\_\_\_ [of 100]      Address: \_\_\_\_\_

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

Date Application Complete: \_\_\_\_\_      Permit Number: \_\_\_\_\_

Fee Payment-Check Number: \_\_\_\_\_

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**Location of Property:**

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

Property Number: \_\_\_\_\_

Subdivision or Condo name (if applicable): \_\_\_\_\_

**Short Term Rental Information:**

Number of Bedrooms approved on Gladwin Health Department Permit or Approval: \_\_\_\_\_

Maximum Number of Occupants Requested (Twelve [12] Maximum): \_\_\_\_\_

Number of parking spaces on-site: \_\_\_\_\_

**Applicant:**    check one    ☐ Owner    ☐ Agent or Manager (must have written authorization)

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

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:**

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## SHORT-TERM RENTAL PERMIT APPLICATION

### Secord Township, Gladwin, Michigan

#### Designated 24-Hour Local Contact Person:

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

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

City, State, Zip: \_\_\_\_\_

*This Local Contact Person **must** be available during the Short-Term Rental period 24 hours / Seven (7) days a week and shall have access to the property and the authority to assume management of the unit and take remedial measures. The Owner may be the Local Contact Person if they meet the requirements.*

#### **Certification:**

By signing this Application and/or authorizing my Agent to sign this Application, I certify that:

1. I Have read the Secord Township Short-Term Rental Ordinance and understand the regulations, requirements, and penalties contained in the Ordinance; and,
2. The information contained on this Application and Submittals are true to the best of my knowledge. I understand that submittal of false information on this Application is a violation of the Ordinance; and,
3. I have the legal authority to sign this Application; and,
4. To the best of my knowledge, there are no deed, subdivision, or condominium restrictions or covenants that prevent the rental of this dwelling on a short-term basis; and,
5. I understand that a Secord Township Short-Term Rental permit is not transferable to a different owner; and,
6. I will notify Secord Township of any change of the Local Contact Person; and,
7. I understand that the Owner is responsible for distributing the contact information and that of the Local Contact Person to neighbors within 300 feet of the rental property; and,
8. I will post the Secord Township Short-Term Rental Standard and this Application and current Permit for each STR Term in a prominent place in the Short-Term Rental; and,
9. With granting of a Short-Term Rental Permit, it is agreed that the operation will conform with the Secord Township Short-Term Rental Ordinance and the Township shall not be held liable for any damages resulting therefrom.

\_\_\_\_\_  
**Print Name of Property Owner or Agent**

Check one    ☐ Owner    ☐ Agent or manger (Must have written authorization/attach)

\_\_\_\_\_  
**Signature of Property Owner or Agent**

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

