

## LOVELLS TOWNSHIP -- SHORT-TERM RENTAL (STR) APPLICATION

You **MUST** answer all questions and include all attachments, or this application will be returned to you. Bring or mail this application with attachments and non-refundable application fee to the Lovells Township STR Administrator at 8405 Twin Bridge Road, Grayling, MI 49738.

Issuance of a STR license is required before the owner of a dwelling unit may use that dwelling unit as an STR.

This application is designed to comply with the Lovells Township STR Licensing Ordinance, adopted 6/19/25.

1. **LOCATION OF THE SHORT-TERM RENTAL:** Zoning District \_\_\_\_\_  
Street Address: \_\_\_\_\_
2. **PROPERTY OWNER INFORMATION (If more than one owner, attach separate sheet):**  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_
3. **LOCAL AGENT INFORMATION (The local agent must be available to accept telephone calls on a 24-hour basis and must be able to respond to complaints concerning a STR within 30 minutes):**  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_
4. **ATTACHMENTS** - All the following attachments **MUST** be included with this application.  
**Letter each attachment as shown:**
  - A. Documentation that demonstrates that only one (1) dwelling unit is for rent on the property, the number of bedrooms that will be used in the STR and that the maximum number of occupants allowed is ten (10); it shall not exceed ten (10) regardless of the number of bedrooms available.
  - B. Photograph(s) documenting that the address of the property and contact information for the local agent has been posted on a prominent first floor door or window of the STR.
  - C. Photograph(s) documenting the parking area of motor vehicles, boats, campers, and trailers (not along any public or private roadway).
  - D. Documentation that demonstrates the parking complies with Section 15.01 of the Zoning Ordinance - Vehicular Parking Space Requirements.
  - E. A copy of the STR rules and regulations and all attachments required to be given to the occupants of the STR (see Section 9(g) of the ordinance), photograph(s) where these rules and regulations will be posted within the STR, and photographs that depict the ground flags demarcating the boundaries of the property.
  - F. A copy of the letter(s) or notice(s) of the contact information for the local agent has been given to all immediate neighbors of the STR.
  - G. Documentation that demonstrates the occupants of the STR will be informed they are responsible for their pets, including compliance with the Michigan leash law and not allowing their pets to trespass onto adjacent properties.

- H. A certificate from the township or county treasurer that all township property taxes have been paid.
- I. For the initial license application, the applicant shall provide an inspection report from a licensed building inspector, builder, or engineer documenting that the short-term rental complies with all applicable requirements of the building, electrical, plumbing, and mechanical codes administered and enforced within the Township. For renewal license applications, this inspection and report shall only be required if the prior inspection report was provided five (5) years or more before the current renewal application.
- J. For the initial license application, the applicant shall provide an inspection report from the local health department documenting that the short-term rental complies with all applicable requirements of the health department sanitary code administered and enforced within the Township. For renewal license applications, this inspection and report shall only be required if the prior inspection report was provided five (5) years or more before the current renewal application.
- K. Documentation that specifies the physical location of fire devices and fire rings on the property and no fires shall be left unattended regardless of daily fire condition. **OUTDOOR FIRES SHALL NOT BE PERMITTED DURING MICHIGAN DNR DESIGNATED "RED FLAG" CONDITIONS.**
- L. Documentation that demonstrates the occupants of the STR will be informed that fireworks are prohibited at a STR, except as permitted under state law.
- M. Documentation that demonstrates the exterior lighting on the property complies with Section 3.22 of the Zoning Ordinance - Exterior Lighting.

5. **AFFIDAVIT** and permission for township, county, and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the regulations within the Short-term Rental Licensing Ordinance, including the requirement to keep all information current and up-to-date. Further, if I will not be acting as the local agent in connection with the STR, I hereby designate the person identified above as my agent for any acts required of the license holder under the Short-term Rental Licensing Ordinance. Finally, I hereby give permission for officials of the township, county, and the State of Michigan to enter the property, upon reasonable notice, where the STR is proposed for purposes of inspection.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only***

STR Administrator's action: Total Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Date Received: \_\_\_\_\_

Date application deemed administratively complete: \_\_\_\_\_ STR Admin notes see attached.

Date the application placed on the waiting list, if applicable: \_\_\_\_\_

Approval Date: \_\_\_\_\_ Denial Date: \_\_\_\_\_

License Number: \_\_\_\_\_ (Annually sequentially numbered)

Reasons for denial: \_\_\_\_\_ See attached.

STR Administrator's Signature: \_\_\_\_\_