

# Temporary Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District		
Address of event					
City/Zip					
Start date		End date		# of days for this event (≤7 days)	
Name of Owner / Licensee					
Address					
City/ State /Zip					
Phone #			E-mail		
Number of sites proposed		Water Supply <input type="checkbox"/> Public PWS <input type="checkbox"/> Private <input type="checkbox"/> N/A PWS name:		Type of Sewerage System <input type="checkbox"/> Municipal <input type="checkbox"/> Dump Station(s) <input type="checkbox"/> Septage Hauler <input type="checkbox"/> On-site <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
Fires permitted on campsites? <input type="checkbox"/> Yes <input type="checkbox"/> No		Local Fire District			

- Directions: (please print)**
1. **Complete one application for each temporary campground event;**
  2. **Sign and Date** the application;
  3. Include the required items for review per OAC 3701-26-05(C)(10)
  4. License will not be issued until plan review is approved.
  5. Contact Local Health District to obtain the license fee amount.

**Person to Contact regarding inspections, maintenance, or emergencies, if different from licensee.**

Name	Phone #	E-mail
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I hereby certify that I am the licensee, or the authorized representative of the establishment listed above, and agree to abide by the rules that apply for this license. I certify that the information provided is a true and accurate statement of the facts.

Signature	Date
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**Check or money order for the license fee, payable to:**

**Return the fee and application to:**

(Licensor to complete: either pre-printed, or with a label or stamp)	Health District	
	Street address	
	City	
	Zip	Phone #

**LOCAL LICENSING AUTHORITY TO COMPLETE BELOW**

Date Plan Review Application Rec'd:	Date Plan Review Approved:	Number of Days Licensed this Year (including this event):
Plan Review Approved by:	Number of sites approved:	License Fee: \$

**Application approved for license as according to the applicable sections of the Ohio Revised Code**

Processor:	Date payment received:	Date Processed:
License Audit No.	Health District License No.	



**Each plan submittal shall include the following prior to the start of the plan review per OAC 3701-26-05(C)(10):**

1. Signed Temporary Campground Application for Plan Review and License to Operate Form HEA 5336;
2. Site Evaluation Report, ODH HEA 5228 completed and signed by the licensor (local health district);
3. Written verification by the fire protection authority that has jurisdiction in the area that adequate fire protection can be provided to the campground;
4. **Two sets of drawings \* to include:**
  - a. Layout of temporary campground;
  - b. Plot plan showing location, number, and size of sites;
  - c. Internal access or camp roads;
  - d. Detail of water supply (if provided);
  - e. Detail of sewerage system;
  - f. Detail of water and sewer hookup at individual sites (if applicable);
  - g. Method and layout of electrical distribution system including individual service connections;
  - h. Location of shower facilities (when provided);
  - i. Location, number, and type of toilet facilities;
  - j. Location, number, and details of gray water recycling system;
  - k. Location, number, and details of dump station(s);
  - l. Variance or waiver requests (if needed) must be received by the Ohio Department of Health (ODH) for review at least 90 days prior to the event.

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**Temporary Campground** applications are to be submitted for review to the local health district having jurisdiction.

\*Reproductions from other documents are acceptable if legible. Drawings should be scale.

**Note** - the applicant assumes responsibility for obtaining any permits that may apply to the construction and/or development of this temporary campground.





**Public Health**  
Prevent. Promote. Protect.

# *Board of Health Sidney-Shelby County*

202 W. Poplar Street, Sidney, OH 45365

Phone: (937) 498-7249  
Fax: (937) 498-7013  
sschd@shelbycountyhealthdept.org  
shelbycountyhealthdept.org

## *Temporary Park-Camp Packet*

(Rev. 4/24)

### Frequently Asked Questions

#### **What is a temporary park-camp?**

- A temporary park-camp is defined as any tract of land used for a period not to exceed a total of twenty-one (21) days per calendar year for the purpose of parking five or more recreational vehicles (RVs), dependent recreational vehicles, or portable camping units (or any combination of these) for one or more periods of time that do not exceed seven (7) consecutive days or parts thereof.

#### **When do I need a temporary park-camp license?**

- A temporary license is required for any separate place, location, or site where a temporary park-camp will be located. However, no person who neither intends to nor receives anything of value arising from the use of, or the sale of goods or services in connection with the use of a campground shall be required to obtain a license.

#### **How much does a temporary park-camp license cost?**

- The fee for a temporary park-camp license is **\$125.00/event for park-camps with 50 or fewer sites. If there are more than 50 sites, the fee is \$125.00/event plus \$.50/each additional site over 50 (not to exceed \$375.00 total fee per license).**

#### **When do I have to submit the application and fee?**

- **The plan review/license application form, fee, and supporting documentation must be received by our office at least fifteen (15) days before the event takes place.** If we do not receive the above listed items by the deadline stated, your application may be refused. If you operate a temporary park-camp without a license, you will be violating Ohio law and the Health Department will take the appropriate legal action.

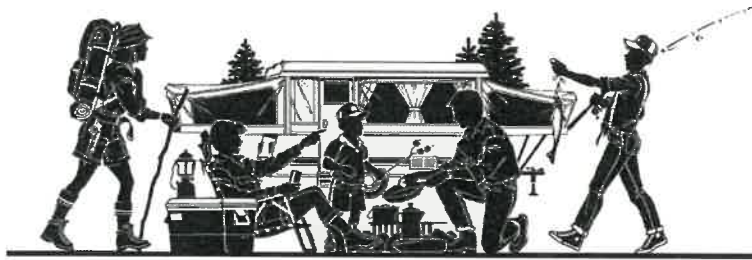
#### **What are the requirements for selling food at the park-camp?**

- Your temporary park-camp license does not allow you to sell food at the camp. In order to sell food (for a charge or required donation), you must obtain a temporary food permit from the Health Department. Some exemptions do apply, so please contact the Health Department for additional guidance.



## Licensing Process

- 1) Read this entire packet.
- 2) Complete the "Application for Plan Review and License to Operate" form.
- 3) Prepare all of the supporting documentation outlined in the "Plan Submission Requirements" section of this packet.
- 4) Submit items 2 and 3 (above), along with the license fee, to the Health Department **at least fifteen (15) days prior to your event.**
- 5) The Health Department will review the plans. If the plans meet all the requirements outlined in this packet and applicable sections of Ohio Administrative Code (OAC) Chapter 3701-26, you will receive notification of approval. The Health Department may request additional information or return incomplete plans.
- 6) The Health Department will perform an inspection of the temporary park-camp on or before the first operating date specified on the application form. The sanitarian will inspect the camp for compliance with the approved plans and applicable sections of OAC Chapter 3701-26. Once compliance has been ascertained, the license to operate will be granted.



This packet is designed to be a guide highlighting many important issues when conducting a temporary park-camp. However, the information contained within this packet does not contain all of the applicable rules for camps. This packet is a short summary of the Ohio Administrative Code Chapter 3701-26. This code is available on our website at [www.shelbycountyhealthdept.org](http://www.shelbycountyhealthdept.org). You are responsible for complying with any and all rules found in this Chapter. You are also responsible for training your support staff/volunteers to comply with these codes.



# **Temporary Park-Camp Requirements**

## **License Holder Responsibility**

- The license holder is directly responsible for the safe and sanitary operation of the temporary park-camp to protect public health. This includes, but is not limited to, preventing and abating nuisances, maintaining access roads for guests and emergency vehicles, limiting the number of guests and vehicles to avoid over-crowding and exceeding licensed capacity, maintaining proper separation distances between camping structures, defining site boundaries, ensuring sites are properly drained and free of trash, controlling potentially hazardous activities or excessive noise, and eliminating natural hazards to life and safety where possible.
- At least one responsible adult must be available at all times the park-camp is in operation.
- The park-camp operator must post rules and/or hand rules out to the campers. Rules must include, but are not limited to:
  1. Traffic and noise control.
  2. Spacing requirements.
  3. Use of hazardous materials and fire safety.
  4. Use of the park-camp and the prevention of nuisances.
  5. Swimming area safety (if applicable).
  6. Pet control & registration (if applicable).
- You can download a copy of the campground rules (OAC Chapter 3701-26) at our website: <http://www.shelbycountyhealthdept.org>

## **Clean Water**

- A water supply for human consumption is not required at a campground. However, when such a water supply is provided:
  1. All clean water must be obtained from a source that complies with the requirements of the Ohio Environmental Protection Agency (OEPA) or Ohio Department of Health (ODH).
  2. Proper backflow prevention must be provided for clean water per OEPA/ODH requirements.
  3. Water obtained from a well must be tested for coliform bacteria in accordance with OEPA or ODH regulations.
    - a. If the well has a PWS (public water system) ID number (issued by the OEPA) and is compliant on current testing, the water is acceptable for use. You may contact the OEPA to determine compliance by calling 614-644-2752.
    - b. If the well does not have a PWS ID number, it must be tested for coliform bacteria within thirty (30) days prior to the camping event. The test must be done by an EPA-certified laboratory. Contact the Sidney-Shelby County Health Department at 937-498-7249 if you would like to schedule a test. Testing fees do apply.
- All water hoses used for clean water must be rated for potable water (i.e. garden hoses are not permitted).
- Water used for the flushing of holding tanks may be from a supply that does not meet the above requirements ONLY IF all outlets from the supply are clearly and indelibly labeled to the effect that the water is “unsafe for human consumption”. Backflow requirements may still apply.



## Waste Water

- Temporary park-camps must provide facilities or resources for disposing liquid wastes from camping units which may include, but are not limited to:
  1. On-site dump stations with water supply for flushing tanks (min. 1/100 sites), or
  2. The services of a registered septage hauler, or
  3. Individual site connections to a sewerage system, and
  4. Gray water recycling/storage systems.
- Waste water must be properly disposed of according to local and/or Ohio regulations so as not to create a public health nuisance.
- If a registered septage hauler is used to pump out holding tanks, a copy of the service agreement (including waste disposal location, dates of service, and the amount of any waste removed from the premises) shall be kept on file at the park-camp.
- Gray water (waste water generated from activities such as cooking and bathing) disposal facilities shall be located so that no site is farther than 200 feet walking distance. Signage shall be posted indicating that the facility is for gray water only and that no sewage is permitted. Portable toilets designated for this purpose ONLY are acceptable for use.

## Toilet Facilities

- Men's and women's toilet facilities must be provided at the park-camp and be plainly designated. The number of toilet facilities required is dependent upon the number of camp sites as outlined in the chart below (portable toilets are acceptable):

CAMP SITES	Men – Urinals	Men – Toilets	Women – Toilets
5-15	0	1	1
16-30	1	1	2
31-60	1	2	3
61-90	2	2	4
91-120	2	3	5
121-150	3	3	6
151-200	4	4	8
201-300	5	5	10
301-400	6	6	12
401-500	7	7	14
501+	Add 1 per 200	Add 1 per 200	Add 2 per 200

- Toilet facilities must be:
  1. Located within 1,000 feet of all camp sites.
  2. Provided with toilet tissue at each fixture.
  3. Provided with self-closing doors or modesty shields at entrances and exits.
  4. Maintained clean and sanitary.



## Shower and Hand Washing Facilities

- Shower and hand washing facilities are not required in a campground. However, if provided, shower and hand washing facilities must:
  1. Be separated into men's and women's facilities. If located within the same building they shall be separated by solid walls or partitions extending from floor to ceiling.
  2. Be provided with self-closing doors or modesty shields at entrances and exits.
  3. Have floors that are easily cleanable, impervious to moisture, self-draining, and finished with a non-slip surface.
  4. Have interiors illuminated by artificial light during night hours.
  5. Be maintained clean and sanitary.

## Solid Waste

- The storage and collection of solid waste must be done in a manner that does not create a public health nuisance nor provide harborage for pests/insects.
- All solid waste shall be stored in durable, watertight, non-absorbent, easily cleanable containers with tight-fitting covers/lids.
- Solid waste containers shall be easily accessible and sufficient in number and size to accommodate all solid waste between collections.
- Solid waste must be removed from the park-camp at least once every seven (7) days and when all containers are full.

## Safety, Electrical, and Lighting

- Firefighting equipment must be provided and maintained in good operating condition according to the requirements of the local fire authority. All equipment shall be located so as to be readily available for use at all times.
- A sign identifying an emergency telephone or identifying the location of the nearest telephone must be posted. The sign shall contain the address of the park-camp and telephone numbers for emergency services.
- A first aid kit must be present and accessible with at least:
  1. Disposable gloves
  2. Gauze (or other approved material to stop bleeding)
  3. Material to clean cuts/abrasions
  4. Bandages to cover cuts/abrasions
- A log of all injuries requiring medical attention must be maintained at the park-camp.
- If pets are allowed in the campground, owners must register the pets with the park-camp operator. All cases of domestic or wild animal bites must be **immediately** reported to the Sidney-Shelby County Health Department.
- Water (such as ponds or swimming pools) and other recreation areas (such as playgrounds) must be operated and maintained in a safe manner that complies with any and all applicable rules/regulations.
- Insect and rodent control must be provided if insects or rodents pose a public health nuisance. Noxious plants (such as poison ivy) must be reasonably controlled.
- Firearms, potentially hazardous equipment, and hazardous substances which are under the control of the operator shall be used, maintained, and stored in a safe manner.





- Any new permanent or temporary electrical connections at the park-camp must be installed by a licensed contractor and inspected by the Shelby County Building Department (937-658-6220). Approvals for electrical work must be kept on file and made available to the Health Department upon request.
- If, in the opinion of the licensor, an electrical hazard exists, the licensor may require written verification from a licensed contractor that a hazard does not exist OR require written verification by a licensed contractor that proper repairs have been made to abate the hazard.
- Whenever electrical service is available at a temporary park-camp, all public service buildings must have operable external lighting.

## **Density and Spacing**

- A “camping unit” is defined as a self-contained recreational vehicle (RV) or portable camping unit (e.g. tent, pop-up camper).
- Camping units shall be parked only on sites that have been approved by the Health Department.
- Spacing requirements for camping units (graphical example on following page):
  1. At least **15 feet** between any **side** of an RV and another camping unit on an **adjacent site**.
  2. At least **10 feet** between any **end** of an RV and another camping unit on an **adjacent site**.
  3. At least **10 feet** between any portable camping units on **adjacent sites**.
  4. At least **5 feet** between any camping unit and another camping unit on the **same site**.
  5. At least **15 feet** between any camping unit and any **building, and public roadway, street, or alley**.
  6. At least **7.5 feet** between any camping unit and the **campground property line**.

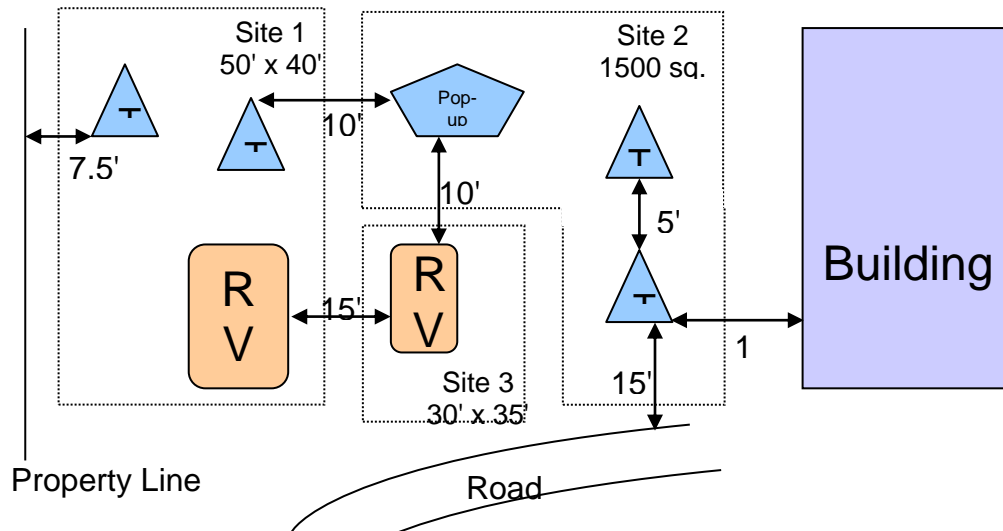
- Additional requirements for sites:

1. Each site must be at least 1,000 square feet.
2. Each site may have no more than:
  - a) One RV and two portable camping units, OR
  - b) Three portable camping units.
3. Each site must have separate, direct access. For example, a site's only access point (from a trail or road) may not pass through another site.
4. Each site shall be marked so as to be easily identifiable and readable from the park road using letters and/or numbers at least 2 inches in height and posted at least 6 inches off the ground.
5. Each site shall have clearly defined boundaries.



- **You must determine the maximum capacity of the park-camp (total number of camp sites) for licensure. If open fires will not be permitted in the park-camp, spacing requirements and minimum site size may be relaxed with written approval from the Health Department. The Health Department will request and consider recommendations from the local fire authority prior to making this decision.**





## Plan Submission Requirements

- Written verification from the local fire authority that it is aware of the temporary park-camp and adequate fire protection can be provided to the park-camp if needed.
- Written septic hauler agreement (if applicable).
- A scale drawing of the temporary park-camp showing the following:
  - the number, location, and size of all sites
  - the location of all roadways and walkways
  - the location and proposed use of all permanent buildings and any temporary structures (e.g. gathering tents, vendor booths, etc.) to be erected for the park-camp (permits may be required)
  - the location of an accessible fire extinguisher, emergency telephone and/or sign, first aid kit, and posted park-camp rules (if not provided to campers as they arrive)
  - the location of all sanitary facilities (including toilets, hand washing facilities, and showers)
  - the location of all clean water facilities
  - the location of all waste water facilities
  - the location of all solid waste storage facilities
  - the location of permanent lighting and any temporary lighting or other electrical systems to be erected for the park-camp (permits may be required)
- A description of the clean water facilities (e.g. city water, well water, hauled water, etc). If you are using well water, you must provide a copy of the latest coliform bacteria test results.
- A description of the waste water facilities (your plans for disposing of waste water). Remember that waste water includes water from showers, toilets, sinks, laundering, and dishwashing areas.
- A description of the solid waste storage facilities and the proposed means of disposal.
- Confirmation that the park-camp will not be in a 100-Year Flood Plain. To find this information, contact Shelby County Regional Planning Commission at 937-498-7273.

