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“Working towards a healthy and safe Putnam County”

TEMPORARY CAMPGROUND APPLICATION PACKET

A temporary campground means 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, dependent recreational vehicles or portable camping units or any combination thereof, for one or more periods of time that do not exceed seven consecutive days or parts thereof.

This packet is designed to be a guide that highlights many important issues when conducting a temporary campground. The information in this packet does not contain all the applicable rules of Ohio Administrative Code (OAC) Chapter 3701-26. The rules can be found at:

<http://www.odh.ohio.gov/odhprograms/eh/parks/3701-26.aspx>.

LICENSING PROCESS

1. **Read this entire packet-Please allow a minimum of 30 days of review time by PCHD**
2. Complete and submit the Application for Plan Review and License to Operate form with \$100 license fee.
3. Complete and submit the Site Evaluation Report
4. Provide the written verification by the fire protection authority that has jurisdiction in the area that adequate fire protection can be provided to the campground.
5. Complete and submit two copies of drawing/layout of the temporary campground meeting the following criteria:
 - a. Layout of campground
 - b. Plot plan showing location, number and size of sites
 - c. Internal access (walkways) and camp roads
 - d. Detail of water supply (if provided)
 - e. Detail of sewage 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 and lighting
 - 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 for review at least 90 days prior to the event
6. If the plans meet all requirements outlined in this packet, you will receive a plan approval letter. A Registered Environmental Health Specialist will perform an inspection of the temporary campground during the dates specified on the application form. The temporary campground will be inspected for compliance with the approved plans and the OAC Chapter 3701-26. Your license will be issued upon successful completion of the inspection.

If you have any questions, environmental health staff can be reached at 419-523-5608

Plan Review Requirements

The plan must also include the following:

1. A description of the temporary campground, including travel instructions for locating the temporary campground.
2. A description of the clean water facilities provided, if any. (city water, hauled water, private well water, etc.). If using well water, you must provide a copy of the latest coliform bacteria test results. You may contact the health department at 419-523-5608 to schedule a bacteria test. There is a \$50 fee for this service. This is recommended to be completed at least two months in advance.
3. A description of how wastewater facilities will be managed. Wastewater includes water from showers, toilets, sinks, laundering and dishwashing areas. No wastewater can be disposed of on the ground surface or in any waterway including ditches, swales, creeks, etc.
4. A description of the solid waste collection and disposal management including plans for solid waste collection and transportation off-site for proper disposal. No open burning is permitted.
5. A list of all food vendors with contact information.

Operational Requirements

1. The minimum spacing requirements for camping units are shown in the chart below.

Side to Side	15 feet
End to Side	10 feet
End to End	10 feet
From any building	15 feet
From a public road	15 feet
From temporary campground roads	10 feet
From property lines	7.5 feet

2. Each lot must be at least 1000 square feet
3. Each site cannot have no more than:
 - a) One RV and two tents/portable units, OR
 - b) Three tents/portable units
4. Each site must have separate access that is not through or over an adjacent site
5. Camping units must only be on the designated sites and each individual site must be clearly marked and readily identifiable with numerals, letters in sequential order of at least two inches in size and mounted at least six inches above the ground.
6. Each site identification must be visible from the campground access road

Water

It is not required that water be provided at camping sites, however if water is provided it must

1. Be of adequate quantity, from a public water system, or an approved private water system.
2. Be connected using hoses from the water supply to the units that meet NSF 61 for hoses for drinking water.
3. All water connections at sites must be protected with an ASSE 1024 backflow device

Wastewater and Dump Stations

Temporary campground licensees shall provide adequate methods for disposing of waste from camping units which may include but are not limited to:

1. On-site dump stations which comply with OAC Rule 3701-26-04(L), and shall be marked with a sign
2. The services of a septage hauler that is registered with PCHD
3. Individual site connections to a sewerage system meeting the standards of section 6111 or section 3718 of the Ohio Revised Code.

Toilet Facilities

1. Men's and Women's facilities must be provided at the temporary campground. The number of toilet facilities required is dependent upon the number of camp sites as shown in the chart below.

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
400-500 501+	Add 1 per 200	Add 1 per 200	Add 2 per 200

2. Toilets must be located within 1000 feet walking distance from camp sites
3. Separate facilities must be provided for men and women and clearly labeled
4. Facilities must be maintained clean and sanitary
5. Toilet facilities must have self-closing doors or a modesty shield at the entrance and exits

Solid Waste

1. Storage and collection of solid waste must be done in a manner that does not cause a public health nuisance, be of durable construction, watertight, non-absorbent and easily cleanable design and tight-fitting lids.

Safety

1. Firefighting equipment of the type and quantity acceptable to the state fire marshal or local fire department shall be made available by the licensee for use in fighting fires. All firefighting equipment shall be maintained in good operating condition and located so as to be readily available for use at all times
2. A sign identifying an emergency telephone or identifying the location of the nearest telephone shall be posted in the campground. The sign shall contain the address of the campground and telephone numbers for emergency services, including but not limited to police, sheriff, and fire or rescue unit

3. First aid equipment consisting of unused disposable gloves and a sufficient supply of materials to stop the bleeding, and to clean and cover minor cuts and abrasions shall be maintained and accessible in the campground
4. Rules established for the campground shall be conspicuously posted or provided to patrons

Shower Facilities

When shower facilities are provided, they shall meet the following requirements:

1. Separate shower facilities for non-family groups shall be provided for each sex. If shower facilities for each sex are in the same building, they shall be separated by solid walls or partitions extending from the floor to the ceiling. A coved base at the juncture of the walls and floors is required. Shower building entrances and exits shall be provided with self-closing doors or modesty shields.
2. The floors shall have an easily cleanable, non-skid finish, impervious to moisture and self-draining
3. The interior of the facilities shall be illuminated by artificial lighting.
4. The facilities must be maintained clean and sanitary

Gray Water

Temporary campgrounds shall provide adequate methods for disposal of gray water from camping units which may include but are not limited to:

1. Designed and constructed to accept gray water and meet the requirements of Chapter 6111 or section 3718.02 of the Revised Code OR be a 250 gallon, water-tight, plastic or concrete holding tank meeting the requirements of OAC 3701-26-05(E)
2. Located so that no camp site is farther than two hundred feet in walking distance with no more than 12 sites for one system
3. Easily accessible and provided with a sign indicated that the facility is for gray water only and that no sewage is permitted
4. A service agreement with a registered septage hauler shall be kept on file by the operator on premise including information regarding where the waste will be disposed, the dates of any service and the amount of any waste removed from the premise.

Camp Operator Requirements

1. The temporary campground operator must post rules and/or hand rules out to the campers. Rules must include:
 - a. Traffic and noise control
 - b. Spacing requirements
 - c. Use of hazardous materials and fire safety
 - d. Use of temporary campground and prevention of nuisances
 - e. Swimming area safety (if applicable)
 - f. Pet control & registration (if applicable)
2. Provide a responsible person-in-charge during temporary campground operation.
3. Enforcement of all regulations in OAC 3701-26

Temporary Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District		
Address of event			<p style="text-align: center;">Directions: (please print)</p> <ol style="list-style-type: none"> Complete <u>one application</u> for each temporary campground event; Sign and Date the application; Include the required items for review per OAC 3701-26-05(C)(10) License will not be issued until plan review is approved. Contact Local Health District to obtain the license fee amount. 		
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 Public PWS Private N/A		Type of Sewerage System Municipal Dump Station(s) Septage Hauler	
Fires permitted on campsites? Yes No		PWS name:		On-site N/A Other:	
			Local Fire District		

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:

<i>\$100, Putnam County Health Department</i>	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 licenser (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.

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.