

TEMPORARY CAMPGROUND PLAN REVIEW APPLICATION PACKET



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Return this packet by mail or in-person at:

Butler County General Health District

301 S. 3rd Street

Hamilton, Ohio, 45011

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environmentalhealth@butlercountyohio.org](http://health.bcoho.us/environmentalhealth@butlercountyohio.org)

TEMPORARY CAMPGROUND PLAN REVIEW APPLICATION AND GUIDELINES

This application packet is to help ensure your proposed temporary campground complies with Ohio Administrative Code (OAC) 3701. Please review all the listed requirements and describe methods of compliance.

PLAN REVIEW PROCEDURE

1. At least fifteen (15) days prior to the opening of the temporary campground, operators must complete and return the plan review packet to the Butler County General Health District (BCGHD). Packet should include all required documentation.
2. A Registered Environmental Health Specialist (REHS) will contact the operator to schedule a site evaluation. The site evaluation is scheduled to assess the topography, soil conditions, previous uses and available utilities. Upon successfully completing the site evaluation, the REHS will issue a site evaluation report to the operator.
3. If commercial tents and electrical service are established, contact the building and zoning department to obtain the appropriate permits. All required permits must be obtained before BCGHD will issue a temporary campground license.
4. When complete plans are received, a BCGHD REHS will review the plans and contact the operator if additional information is needed.
5. Upon successful completion of the plan review, applicant will be notified in writing.
6. Once the plans are approved, the operator may apply for a license to BCGHD no later than 7 days prior to operating the camp by completing the temporary campground application and paying the license fee. The license fee is \$150.00 USD (an additional fee of \$1.00 USD will be assessed for every site over 50).
7. Once payment is received, a BCGHD REHS will contact the operator to schedule an inspection. License will be issued at time of inspection.

PLAN SUBMISSION CHECKLIST

Ensure the following is included as part of your plan submission:

- Written documentation from the local Fire Department for verification that the camp has proper sufficient fire protection. Documentation may be in the form of an email directly from the Fire Department, or hard copy letter on Fire Department letterhead.
- A set of plans and/or drawings that include the following:
 - A vicinity map, including location and legal description of the park or camp.
 - The area, dimensions, and elevations of the tract of land (to scale).
 - The number, location, and size of all sites (to scale).
 - The location and materials of all roadways and walkways.
 - The location of all permanent buildings, sanitary facilities and other proposed structures, if applicable.
 - Details and specifications of the sewage collection and treatment systems, if applicable.
 - Details and specifications of waste water disposal facilities, if applicable.
 - The location and details of the lighting and electrical systems, if applicable.
 - The method of storage and collection of solid waste.
 - The location and details of toilet facilities, if applicable.

IMPORTANT:

Location of each campsite should be marked on the site drawing and it must be adhered to during the event.

The number of sites on the camp drawing should match the number of proposed sites indicated on the application.

Temporary Campgrounds Requirements

This section is designed to ensure that your proposed temporary campground complies with Ohio Administrative Code 3701. Please read the requirements listed below and explain your plan/process in the box provided under each requirement.

Site Requirement

Ensure that the following requirements are included on the map or described in the box below:

- Individual sites should be at least 1000 sq. ft. with clearly defined site boundaries.
- Each site should have separate access that is not through or over an adjacent site.
- Each site shall be clearly marked (with numbers, letters, or combination) so as to be readily identifiable and easily readable from the campground road. The site marking should be at least 2 inches in size and mounted at least 6 inches above the ground.
- No more than the following numbers of units shall be permitted on any site:
 - Once recreational vehicle and two portable camping units, or
 - Three portable camping units
- Camping units must be parked only on sites that comply with approved plans. The minimum spacing requirements for recreation vehicles are highlighted below:

Recreation Vehicles	Minimum Spacing
Side to Side	15 feet
End to Side	10 feet
End to End	10 feet
From Any Building	15 feet
From Any Public Road	15 feet
From Park/Camp Roads	10 feet
From Property Lines	7.5 feet

Briefly describe your plan to meet the site requirement listed above:

Water Supply Requirement

It is not required that water be provided at the camping sites. However, if water is provided it must meet public water supply requirements (Chapter 6109 of Revised Code) and private water system requirements (Section 3701.344 of Revised Code). If water is provided, the hoses connecting the units to the water supply must be National Sanitation Foundation (NSF)/American National Standards Institute (ANSI) 61 approved hoses for drinking water. In order to prevent contamination of the water supply, approved backflow prevention must be utilized at the main water source.

Briefly describe your plan to meet the water supply requirement listed above:

Sewage/Wastewater Requirement

All sewage systems shall meet the standards of section 6111 or section 3718 of the Revised Code. Adequate sewage/wastewater disposal must be provided by using a combination of the following:

- Portable toilets
- A designated dump station
- Individual watertight containers at each site
- The services of a registered sewage hauler to pump out RV tanks

NOTE: It is critical sewage/wastewater not be disposed of on the grounds or into the storm sewers, as this could directly contaminate natural waterways or cause illness.

Briefly describe your plan to meet the sewage/wastewater requirement listed above:

Toilets Requirement

Toilets must be located within 1000 feet walking distance from the campsites. Toilets must be provided as indicated 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
401–500	7	7	14
501+	Add 1 per 200	Add 1 per 200	Add 2 per 200

Briefly describe your plan to meet the toilet requirement listed above:

Trash Requirement

Trash containers must be provided for proper disposal of trash and waste. Sufficient capacity and pickup is required so dumpsters do not overflow. Dumpster lids must remain closed when not in use to prevent pest harborage.

NOTE: In order to prevent the attraction of pests, it is critical that all trash be properly contained and not left on the grounds.

Briefly describe your plan to meet the trash requirement listed above:

Shower Requirement

Showers are not required at the camping sites. However, if showers are provided separate shower facilities for non-family groups should be provided for each sex. If shower facilities for each sex are in the same building, they must be separated by solid walls or partitions extending from floor to ceiling.

Briefly describe your plan to meet the shower requirement listed above:

Safety:

- Fire-fighting equipment of the type and quantity acceptable to the State of Ohio Fire Marshal or local Fire Department must be made available for use in firefighting.
- A sign identifying an emergency telephone or identifying the location of the nearest telephone must be posted in the campground. The sign should have the address of the campground and telephone numbers for emergency services.
- First aid equipment consisting of unused disposable gloves and a sufficient supply of material to stop bleeding and to clean and cover minor cuts and abrasions should be provided.
- Campground rules should be established and noticeably posted or provided to patrons. Rules should include:
 - Traffic control
 - Overcrowding and spacing
 - Noise control
 - Use of hazardous materials and fire safety
 - Use of park or camp facilities and prevention of nuisance
 - Swimming area safety, if applicable
 - Pet control if applicable (pets must be registered before entry)

Briefly describe your plan to meet the safety requirement listed above:

I hereby certify that I am the licensee or authorized representative of the temporary campground listed above, and agree to abide by the rules that apply for this license. I certify that the information provided is true and an accurate statement of the facts.

Name

Signature

Date

FOR OFFICE USE ONLY

Date Plan Received

Plan

APPROVED

DENIED

Additional Comments

REHS Signature

Date