



Ottawa County Health Department

1856 E. Perry St, Port Clinton, OH 43452

(419) 734-6800 www.ottawahealth.org

Temporary Park-Camp Application Packet

Licensing Process

- 1) Read this entire packet.
- 2) Complete the Application for Plan Review, Site Evaluation Report, license application form including signature and a written verification from the fire department having authority where the camp is.
- 3) 2 Complete sets of plans must be submitted that show all the buildings and their use, roads, sites, water locations, dump station if required, sanitary facilities and garbage locations and garbage storage areas for the campground.
- 4) Prepare all of the supporting documentation- outlined in the “Plan Submission Requirements” section of this packet.
- 5) Submit (above) items 2, 3, and 4 with the license fee of **\$132.55 per event for temporary park**. This must be submitted at **least fifteen (15) days prior to your event** and we suggest that you make copies of these documents for use at your event.

- 6) The Health District will either approve the application or contact you with questions, comments, recommendations, or additional requirements. If the plans meet all requirements outlined in this packet, you will receive an Approval Letter.
- 7) A sanitarian will perform an inspection of the temporary park-camp during the dates specified on the application form. The sanitarian will inspect the camp for compliance with the approval plans and the Ohio Administrative Code Chapter 3701-26. Your license will be issued upon successful completion of the inspection.

Plan Submission Requirements

- ODH Application for Plan Review (form HEA 5213)
- ODH Site Evaluation Report (form HEA 5228)
- ODH Application for License to Operate a Temporary Park-Camp (form HEA 5336)
- Written verification from the fire department having authority where the camp is located that the camp has adequate fire protection and that such fire protection has been explained to the fire department.
- A legal description of the park or camp—including travel instructions for locating the park-camp.
- A description of the clean water facilities (city water, private 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 collection and disposal facilities (your plans for solid waste collection and transportation off-site). You must also submit a copy of your written contract with a licensed solid waste disposal company for the removal of solid waste.
- A vicinity map including the following information:
 1. The total area and dimensions (in square feet) of the park- camp.

2. Maximum density of the park-camp (total number of allowable camping units).
3. The number, location, layout, and size of all camp sites.
4. The location of all roadways and walkways.
5. The location and purpose of all permanent buildings.
6. The location and purpose of all buildings, gathering tents, etc. that will be constructed or erected for the park-camp.
7. The location of all sanitary facilities (including but not limited to toilet facilities, shower facilities, and dishwashing facilities).
8. The location of all clean water facilities.
9. The location of all waste water facilities. 10. The location of area lighting and electrical systems.

Temporary Park-Camp

What is a temporary park-camp? A temporary park-camp is using any tract of land to park 5 or more campers, RV's, and tents or combination of any of these for no more than 7 (seven) consecutive days at a time and not more than 21 (twenty-one) days per calendar year.

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.

What if I want to have a campout on my property for friends and family? If you do not receive anything of value arising from the use of, or the sale of goods or services in connection with the use of a temporary park-camp then you are not required to obtain a license from the health department. However, you should check with your zoning officials to find out if there are any other restrictions for having a camp-out.

What are the limits on the temporary park-camp license? A single camping location may only be licensed for seven (7) consecutive days or less for one or more periods of time and a single camping location can only be licensed for twenty-one (21) days or less per calendar year.

Temporary Park-Camp (TPC) Requirements

Density and Spacing (number and placement of campers)

△ A **portable camping unit** is defined as a recreational vehicle (RV), tent, or portable sleeping equipment (such as a pull-along pop-up camper).

△ A camp “**site**” is a subdivision of the park-camp where camping units are placed.

△ Spacing requirements for portable camping units as shown below:

Side to Side	15 Feet
End to Side	10 Feet
End to End	10 Feet
RVs & Tents on same site	5 Feet
From any Building	15 Feet
From a Public Road	15 Feet
From Property Lines	7.5 Feet

△ Spacing requirements for sites:

1. Each site must be at least 1,000 square feet. (May be less if open fire is prohibited, you must contact the health department for other arrangements)
2. Each site may have no more than:
 - a) One RV and two tents/portable units, OR
 - b) Three tents/portable 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.

△ Sites must be properly drained and kept free of all trash and debris.

Safety, Electrical, and Lighting

△ Firefighting equipment must be provided according to the requirements of the Fire Department having authority in the area where the TPC is located.

- △ A sign indicating the location of a telephone (or the directions to the nearest telephone) must be posted in an easily-seen location in the TPC. Emergency phone numbers of the local police, sheriff, and fire/rescue must be provided at the phone.

- △ 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 TPC. All cases of domestic or wild animal bites must be **immediately** reported to the Health District.

- △ Hazardous substances and equipment (such as lawn or maintenance equipment) must be inaccessible to the public and campers.

- △ Water (such as lakes, streams, and ponds) and recreation features must be operated and maintained in a safe manner that complies with any applicable rules/regulations.

- △ Any new or temporary electrical connections at the TPC must be installed by a licensed contractor and inspected by the Ottawa County Building Inspection. Approvals for electrical work must be kept on file and made available to the Health District upon request.

- △ Whenever electrical service is available at a TPC, all public service buildings (such as restrooms, pavilions, shelters) must have external lighting.

- △ Insect and rodent control must be provided if insects or rodents pose a public health nuisance.

- △ Noxious plants (such as poison ivy, poison sumac, etc) that may present a hazard to campers must be reasonably controlled by the TPC operator.

- △ If pets are allowed in the TPC, owners must register the pets with the park-camp operator.

Person-In-Charge Responsibility

- △ The license holder, considered the Person-In-Charge (PIC), is directly responsible for the safe and sanitary operation of the TPC to protect public health.
- △ At least one responsible adult PIC must be present at the park-camp at all times of operation.
- △ The TPC operator must post rules and/or hand rules out to the campers. Rules must include:
 1. Traffic and noise control.
 2. Use of the TPC and prevention of nuisances.
 3. Spacing requirements.
 4. Swimming area safety (if applicable).
 5. Use of hazardous materials and fire safety.
 6. Pet control & registration (if applicable).

Water Supply (Not required, but if available it must comply with the following)

- △ If potable water is provided, the source must be obtained from an approved public or private water system that complies with the following;
 - A public water system that meets the requirements of the Ohio Environmental Protection Agency (OEPA). (Water obtained from a city water source is acceptable for use.) or;
 - A private water system which meets the requirements of Chapter 3701-28 of the Administrative code if the system has fewer than fifteen (15) service connections and does not regularly serve an average of at least twenty-five (25) individual daily at least sixty days each year.
- △ All water connections at sites must be protected with an ASSE 1024 dual check valve backflow prevention device or equivalent device at the source and at the points of connections.
- △ All water hoses used for clean water must be rated for potable water only (for example, hoses may only be food-grade – not garden hoses).

Waste Water (Gray Water)/Sewage and Dump Stations

- △ Waste water must be properly disposed of according to municipal and/or OEPA guidelines so as not to create a public health nuisance/hazard. **Waste water may not be dumped onto the ground or into other unapproved drainage ways.**
- △ You must provide adequate methods for dumping waste water from the camping units which may include but are not limited to:

- A designated on-site dump stations which comply with the requirements of rule 3701-26-14 of the Ohio Administrative Code in a ratio of one per one hundred camp sites.
- The services of a registered sewage hauler. Provide a copy of the service agreement to the HD.
- Individual watertight containers at each site.

△ When gray water disposal is provided on-site, the following conditions must be met (not required if services of sewage haulers are used to collect from closed containers at each site):

- On-site gray water disposal facilities meet construction requirements, located within 200 ft. of each site, no more than one per every twelve sites.
- Gray water drains are easily accessible and provided with a sign stating drain is for gray water only and that no sewage is permitted.
- On-site dump stations which complies with the requirements of rule 3701-2614 of the Ohio Administrative Code in a ratio of one per one hundred camp sites.

Toilet Facilities

△ Men's and women's toilet facilities must be provided at the TPC. The number of toilet facilities required is dependent upon the number of camp sites as outlined 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

△ Toilet facilities must be:

1. Located within 1,000 feet of walking distance from each camp site.
2. Provided with toilet tissues at each fixture.

3. Provided with self-closing doors or modesty shields at entrances and exits.
4. Maintained clean and sanitary.

Showers and Handwashing Facilities

△ If provided, shower and handwashing facilities must:

1. Be separated into men's and women's facilities if contained in the same building.
2. Be provided with self-closing doors or modesty shields at entrances and exits.
3. Have floors that are easily cleanable, non-porous, and finished with a non-slip surface.
4. Be illuminated by light (inside) at night.
5. Have proper disposal of waste water.
6. Be maintained clean and sanitary.

Solid Waste

△ 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.

△ Central collection bins for solid waste must be durable, watertight, easily cleanable, and have tight-fitting covers/lids.

△ The number of solid waste collection containers must be adequate to meet the peak demands of disposal between pick-up days.

△ Solid waste must be removed from the park-camp by a licensed solid waste hauler at least once every seven (7) days or more often if collection bins are full.

Temporary Campground

Application for Plan Review and License to Operate

Name of Temporary Campground			Health District		
Address of event			Directions: (please print) 1. Complete <u>one application</u> 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.		
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 PWS name:		Type of Sewerage System Municipal Dump Station(s) Septage Hauler On-site N/A Other:	
Fires permitted on campsites? Yes No		Local Fire District			

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

Name	Phone #	E-mail
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

<i>(Licensor to complete: either pre-printed, or with a label or stamp)</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: \$

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

Return the fee and application to:

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

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

Health District License No.

HEA 5336 (2/18)

Ohio Department of Health

Bureau of Environmental Health and Radiation Protection

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.

