



## Procedure to Obtain a Temporary Campground Permit

**Step #1** At least 15 days prior to the opening of the temporary campground, operators should complete the plan review application (Page #2 to #7) of this application and send it to Clermont County Public Health (CCPH). Application should include all required document listed in Page #3 of this application.

**Step #2** A CCPH Environmental Health Specialist will get in touch with the operator to schedule a site evaluation. The site evaluation is scheduled to access the topography, soil conditions, previous uses and available utilities. Upon successful completion of site evaluation, CCPH will issue a Site Evaluation Report to the Operator.

**Step #3** If commercial tents and electrical service are established, contact the Clermont County Building Department and your local zoning department to obtain the appropriate permit.

Agency Name	Contact Information
Zoning Personnel of your respective jurisdiction	<a href="https://clermonthealthohio.gov/how_do_i/resources.php">https://clermonthealthohio.gov/how_do_i/resources.php</a>
Clermont County Building Department	2275 Bauer Road Batavia, OH 45103 Phone: (513)732-7213 <a href="http://permit.clermontcountyohio.gov">http://permit.clermontcountyohio.gov</a>
City of Milford Planning and Zoning	745 Center Street, Suite 200, Milford, OH 45150 Phone: (513) 248-5093 <a href="http://www.milfordohio.org">www.milfordohio.org</a>

\*All required permits must be obtained before CCPH can issue a temporary campground license.

**Step #5** When complete plans are received, CCPH will review the plan and contact the operator if additional information is needed.

**Step #6** Upon successful completion of plan review, applicant will be notified.

**Step #7** Once the plans are approved, the operator may apply for license to CCPH no later than 7 day prior to operating the camp using the **Temporary Park-Camp Application** and paying the license fee as listed in CCPH's Fee Schedule.

**Step #8** Once payment is received, the license will be printed and issued at the time of inspection.



# Temporary Campground Plan Review Application

## Application

### Section I: General Information

Proposed Campground Information			
Temporary Campground Name			
Proposed Dates of Operation		Estimated Hours of Operation	
Start Date	End Date	Start Time	End Time
Proposed Number of Sites		Type of Camping Unit	
		<input type="checkbox"/> RVs W/holding tanks <input type="checkbox"/> RVs W/O holding tanks <input type="checkbox"/> Portable camping units: e.g. Pull-along pop-up tents	
Address			
City	State	Zip Code	
Operator Information			
Operator's Name			
Address			
City	State	Zip Code	
Phone Number	Email		



## Section II: Required Documents and Plans

Submit the documents listed below:

- Written documentation from the local fire department for verification that the camp has proper and sufficient fire protection. *(Note: Documentation may be in the form of an email directly from the fire department or hard copy letter on the fire department's letterhead)*
- Two (2) sets of plans and/or drawings to include:
  - 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 water supply system, if applicable
  - Details and specifications of the sewage collection and treatment system, 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 should be followed during the event.

The number of sites on the camp drawing should match the number of proposed sites indicated on Page #1 of this application.



## Section III: Temporary Campgrounds Requirements

This section is designed to ensure that your proposed temporary campground is in compliance with the 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 in the map (as explained in Section II) 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:
  - One recreational vehicle and two portable camping units, or
  - Three portable camping units
- Camping units shall 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 system 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



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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 sewerage 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 that 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/waste water requirement listed above:

## Toilet Requirement

Toilets must be located within 1,000 feet walking distance from 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



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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 must be met 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/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 shall be separated by solid walls or partitions extending from floor to the 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 shall be made available for use in firefighting.
- A sign identifying an emergency telephone or identifying the location of the nearest telephone should be posted in the campground. The sign should have the address of the campground and telephone numbers for emergency services.



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- 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 but limited to:
  - 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 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.***

Name	Signature	Date



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FOR OFFICE USE ONLY	
<b>Date Plan Received</b>	<b>Plan</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Additional Comments</b>	
<b>Environmental Health Specialist Signature</b>	<b>Date</b>