

## CAMPGROUND-TEMPORARY APPLICATION & GUIDELINES



## 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 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 thereof), for one or more periods of time that does not exceed seven 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.

### What are the limits on the temporary park-camp licenses?

- There are two restrictions for temporary licenses: 1) A single camping location may only be licensed for seven (7) consecutive days or less and, 2) A single camping location may only be licensed for twenty-one (21) days or less per calendar year.

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

- [The application, supporting documents, and the license fee must be received by our office at least fifteen \(15\) days before the event takes place.](#) This allows the Health Department time to review your application, prepare your license, and schedule the inspection for the date(s) of the temporary park-camp. If we do not receive the application and fee at least fifteen (15) days prior to the event, your application may be refused. If you operate a temporary park-camp without a license, you will be violating Ohio law and the Health District will take the appropriate legal actions.

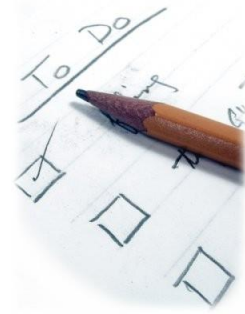
### What are the requirements for food safety at the park-camp?

- [Your temporary park-camp license does not “cover” you to prepare and serve food.](#) All food prepared, served, and/or sold at the temporary park-camp must be from an approved and licensed location – this includes prepackaged foods. Food that is prepared off-site of the park-camp must be prepared by a licensed caterer or in a licensed food service operation. Food that is prepared on-site of the park-camp must be prepared by someone who has obtained a mobile food license or a temporary food license. In any case, all food must be from a licensed location. For further questions about food safety and licensing, please contact the Health Department.

## Temporary Park-Camp Application Packet

### Licensing Process

- 1) Read this entire packet.
- 2) Complete the license application form.
- 3) Complete a drawing/layout of the park-camp. See plan submission page for required information to complete drawing.
- 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 at **least fifteen (15) days prior to your event**. We suggest that you make copies of your application, drawing, and supporting documentation for use at your event.
- 6) The Health Department 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 approval.
- 7) A Health Department 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 approved plans and the Ohio Administrative Code Chapter 3701-26. Your license will be issued upon successful completion of the inspection.



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.odh.ohio.gov](http://www.odh.ohio.gov). 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

## Person-In-Charge Responsibility

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

## Clean Water

- Clean water should be provided at all times during the camp.
- All clean water must be obtained from a source that complies with the requirements of the Ohio Environmental Protection Agency (OEPA).
- Water obtained from a city water source is acceptable for use.
- Water obtained from a private water source (such as a well) must be tested for coliform bacteria in accordance with the OEPA regulations.
  - All water connections at sites must be protected with an ASSE 1024 backflow device.
- 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 and Dump Stations

- You must provide facilities for adequate liquid waste/sewage collection and disposal.
- 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.
- If a septage hauler is used to pump out a septic system, keep a copy of the contract on file.
- If you have more than one hundred (100) sites, you must provide a dump station in accordance with OAC 3701-26-14. Please reference this code if you are required to have a dump station.

# Temporary Park-Camp Requirements

## Toilet Facilities

→ Men's and women's toilet facilities must be provided at the park-camp. 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 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 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.



# Temporary Park-Camp Requirements

## 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 and when all collection bins are full.

## Safety, Electrical, and Lighting

- Fire fighting equipment must be provided according to the requirements of the Fire Department having authority in the area where the park-camp 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 park-camp. 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 park-camp. 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 park-camp must be installed by a licensed contractor and inspected by the City of Middletown Building Department (513) 425-7973. 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 temporary park-camp, 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 park-camp operator.
- If pets are allowed in the camp, owners must register the pets with the park-camp operator.



# Temporary Park-Camp Requirements

## Density and Spacing (number and placement of campers)

→ A “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 camping units (graphical example below):

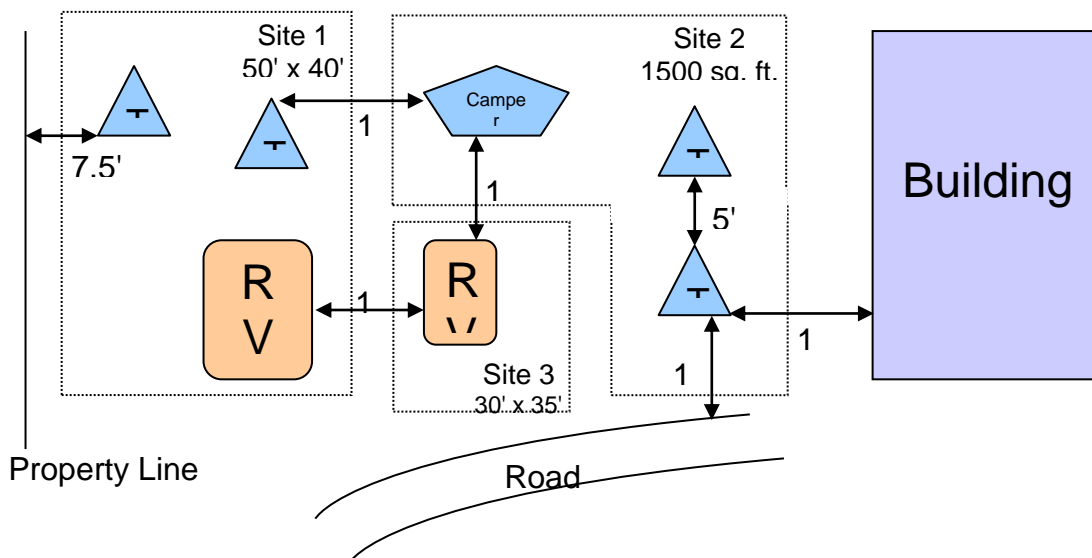
1. At least 15 feet between any side of an RV and another camping unit on an adjacent site.
2. At least 10 feet between any end of an RV and another camping unit on an adjacent site.
3. At least 10 feet between any camping unit and another camping unit on an adjacent site.
4. At least 5 feet between any camping unit and another camping unit on the same site.
5. At least 15 feet between any camping unit and any building, roadway, street, or alley.
6. At least 7.5 feet between any camping unit and the park-camp property line.

→ Spacing 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 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.



→ You must determine the maximum capacity of the park-camp (total number of camping units in the park-camp). To make this determination, we recommend that you contact the City of Middletown Building Department at 513-425-7973 and the City of Middletown Fire Department (513)425-7996.



# Temporary Park-Camp Requirements

## Required Plan Submission

### Include all required information in plan drawing

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 list of all food vendors.
- Confirmation that the park-camp will not be in a 100-Year Flood Plain. To find this information, contact the Middletown City Zoning Department at 513-425-7922.
- A Drawing to include layout including the following information: (drawing should be scaled)
  1. Layout of Campground
  2. Internal access to camp road
  3. The drawing showing number, location, layout, and size of all camp sites.
  4. Detailed of sewerage system.
  5. Detailed of water supply
  6. Detailed to sewer and water hookup at individual site.(if applicable)
  7. Location of Showers facilities(when provided)
  8. Location number and type of toilet facilities/porta potty(s)
  9. Method and layout of electrical distribution system including individual service connection
  10. Location, number and details of gray water recycling system(if applicable)
  11. Location, number and details of dump station(s) (when provided)
  12. Variance or waiver(if need) must be received by the Ohio Department of Health for review at least 90 days prior to event





# Temporary Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District City of Middletown Health Department		
Address of event			<p align="center"><b>Directions: (please print)</b></p> <ol style="list-style-type: none"> <li><b>Complete one application for each temporary campground event;</b></li> <li><b>Sign and Date</b> the application;</li> <li>Include the required items for review per OAC 3701-26-05(C)(10)</li> <li>License will not be issued until plan review is approved.</li> <li>Contact Local Health District to obtain the license fee amount.</li> </ol>		
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			

**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:**

*(Licensor to complete:  
either pre-printed, or with a label or stamp)*

**Return the fee and application to:**

Health District City of Middletown Health Department	
Street address One Donham Plaza	
City Middletown	
Zip 45042	Phone # 513.425.1818

**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.	