



MIAMI COUNTY PUBLIC HEALTH

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Prevent. Promote. Protect.

Temporary Park-Camp Application Packet

Frequently Asked Questions

What is a temporary park-camp?

- A temporary park-camp is defined as any tract of land used for the purpose of parking five or more recreational vehicles (RVs), dependent recreational vehicles, or portable camping units (or any combination of these) for twenty-one (21) days or less **and/or** seven (7) consecutive days or less.

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.

How much does a temporary park-camp license cost?

- Beginning January 1, 2018, the fee for a temporary park-camp license is **\$120.00 + \$1.00 for every campsite over 50 campsites.**

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?

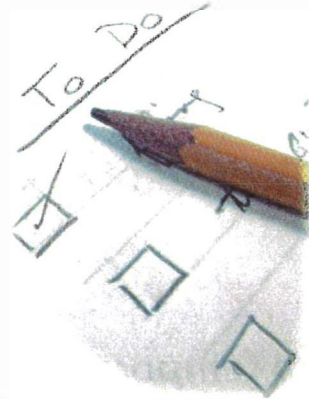
- **In accordance with Ohio Administrative Code 3701-26-05(10). The application, supporting documents, and the license fee shall be received by our office at least fifteen (15) days before the event takes place.** An application will not be accepted that is submitted less than 15 days prior to the event. If you operate a temporary park-camp without a license, you will be violating Ohio law and Miami County Public Health 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, serve, and sell 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 Miami County Public Health.**

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.
- 4) Prepare all of the supporting documentation -
in the "Plan Submission Requirements" section of this packet. outlined
- 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) Miami County Public Health 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 Public Health 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.miamicountyhealth.net. 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

1. 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.
 2. 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).
- You can download a copy of the park-camp Rules (OAC Chapter 3701-26) at our website:
http://www.miamicountyhealth.net/EH/eh_campgrounds_main.htm

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.
1. If the well has a PWS ID number (issued by the OEPA) and is compliant on current testing, the water is acceptable for use. You can contact the OEPA at 937-285-6357
 2. If the well does not have a PWS ID number, it must be tested for coliform bacteria within thirty (30) days prior to the camping event. The test must be done by an EPA-certified laboratory. Contact Miami County Public Health at 937-573-3534 if you would like to schedule a test.
- 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:

CAMPSITES	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 Hand Washing Facilities

→ If provided, shower and hand washing 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 Miami County Public Health.
- 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 Miami County Building Department (937-440-8066). 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):

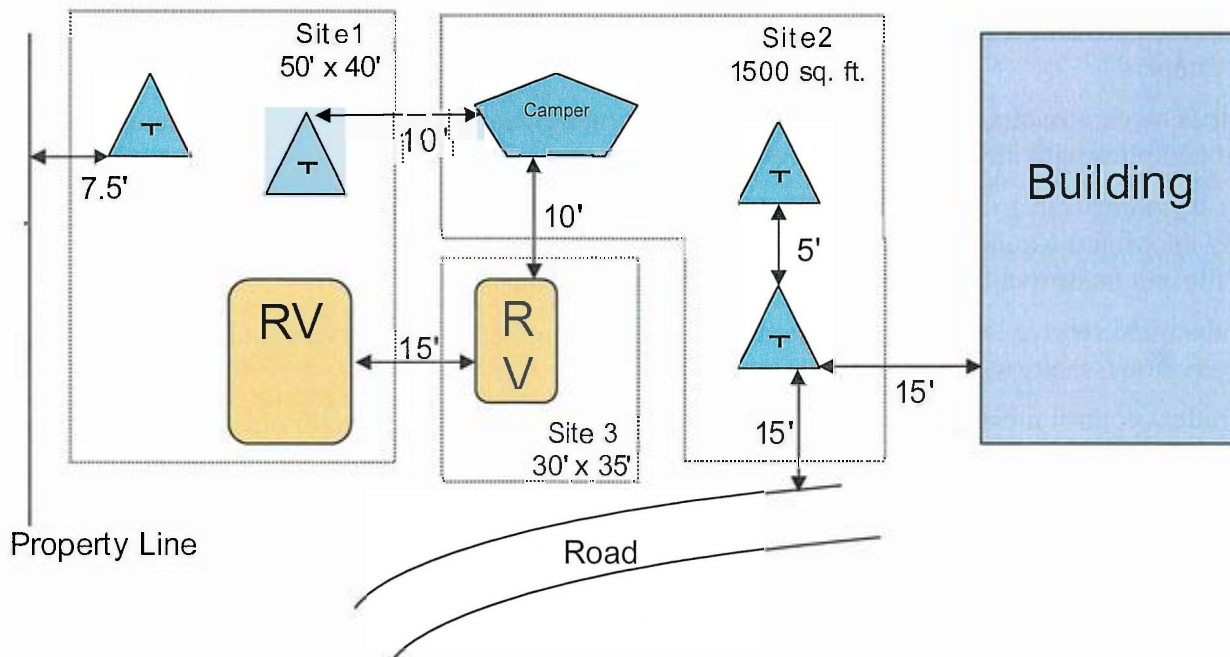
1. At least 15 feet between any **side of an RV and another camping unit** on an adjacent site.
2. At least 10 feet between any **end of an RV and another camping unit** on an adjacent site.
3. At least 10 feet between any **camping unit and another camping unit** on an adjacent site.
4. At least 5 feet 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.
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- An illustration of two yellow and brown tents. One tent is in the foreground, and another is slightly behind it to the right. Both tents have a dark brown base and a yellow upper section with a brown arched entrance.



→ 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 Miami County Building Department at 937-440-8066 and the Fire Department having authority in the area where the park-camp will be located.



Temporary Park-Camp Requirements

Plan Submission

- 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 Miami County Zoning Department at 937-440-8111.
- 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 Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District	
Address of event			Directions: (please print) 1. Complete one application for each temporary campground event; 2. Sign and Date the application; 3. Include the required items for review per OAC 3701-2-05(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 <input type="checkbox"/> Public PWS <input type="checkbox"/> Private <input type="checkbox"/> N/A PWS name:		
Fires permitted on campsites? <input type="checkbox"/> Yes <input type="checkbox"/> No		Local Fire District 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:		

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:

<p>MIAMI COUNTY HEALTH DISTRICT</p>

Return the fee and application to:

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 licensor (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.