



# Temporary Campground Application

# Application for License To Operate a Temporary Campground

|                                    |  |   |       |
|------------------------------------|--|---|-------|
|                                    |  | License valid   | From: |
|                                    |  |   | To:   |
| <b>Camp Name</b>                   |  | <b>Health District</b>  |       |
| Street Address                     |  | <p align="center"><b>Directions: (please print)</b></p> <p><b>1. Complete <u>one</u> application for each licensed establishment;</b></p> <p><b>2. Sign and Date</b> the application</p> <p><b>3. Attach a check or money order and return</b> according to the information listed below.</p> |       |
| City/Zip                           |  |   |       |
| Phone #                            | E-mail                                     |   |       |
| <b>Owner/ Licensee</b>             |  |   |       |
| Street Address                     |  |   |       |
| City/ State /Zip                   |  |   |       |
| Phone #                            | E-mail                                     |   |       |
| # of camp sites per approved plans | Water Supply :<br>[ ] Community [ ] Other: |   |       |

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

|          |                  |
|----------|------------------|
| Name     | Phone # / E-mail |
| Address  |                  |
| City/Zip |                  |

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 | Phone # | Date |
|-----------|---------|------|

|  |  |     |   |  |
|--|--|-----|---|--|
| <p align="center"><i>( Licensor to complete:<br/>either pre-printed, or with a label or stamp)</i></p> | <b>Check or money order for the license fee, payable to:</b> |     | <b>Return the fee and application to:</b> |  |
|  |  |     | Health District                           |  |
|  |  |     | Street address                            |  |
|  |  |     | City                                      |  |
|  |  | Zip | Phone #                                   |  |

**LOCAL LICENSING AUTHORITY TO COMPLETE BELOW**

|                    |                         |
|--------------------|-------------------------|
| <b>License fee</b> | <b>Total amount due</b> |
|--------------------|-------------------------|

**Application approved for license as required by Section 3729 of the Ohio Revised Code.**

|           |             |
|-----------|-------------|
| By        | Date        |
| Audit No. | License No. |

**3701-26-05 Campground plan review package submission and design requirements.**

- (A) No person shall construct, substantially alter or operate an existing unlicensed campground until both of the following have occurred:
  - (1) The proposed location of the campground has been evaluated by the licensor under paragraph (B) of this rule; and
  - (2) The plans for the construction or alteration have been submitted for review and have been approved by the director or the licensor, as appropriate, under paragraph (C) or (F) of this rule.
- (B) Before submitting a plan review package to the director under paragraph (C) of this rule, any person who wishes to construct, substantially alter, or operate an existing unlicensed campground shall request an evaluation of the proposed location by the licensor.
- (C) Plan review package. A plan review package for any newly constructed, substantially altered or existing unlicensed campground shall be submitted to the director for review at least forty-five days before submission of the application for a license to the licensor. The plan review package shall be submitted in an electronic format approved by the director or in quadruplicate if submitted on paper. The plan review package shall meet the requirements of paragraphs (D), (E), (F) and (G) of this rule, as applicable, and shall be accompanied by all of the following:
  - (1) A completed plan review application on a form prescribed by the director and signed by the person who prepared the plans. The form shall contain identifying information about the licensee or prospective licensee of the campground, the person who prepared the plans, the contractor for the project, the name, address, email (if available) and fax number of the person requesting the review;
  - (2) A copy of the completed location evaluation form issued by the licensor under paragraph (B) of this rule;
  - (3) Written verification by the fire protection authority or authorities that have jurisdiction in the area that adequate fire protection can be provided to the campground.
  - (4) Written verification by the municipal corporation or board of county commissioners for unincorporated areas that the proposed new construction or substantial alteration to a campground will be made in accordance with municipal or county flood plain ordinances or resolutions and local flood plain permit requirements;
  - (5) Written verification that the plans for the sewage disposal facility, as specified in paragraph (D)(3)(b) of this rule or plans for sanitary sewerage system as specified in paragraph (D)(3)(a) of this rule and the water supply system, as specified in paragraph (D)(2)(a) of this rule have been approved by the Ohio environmental protection agency or the local health district depending on which entity has jurisdiction;

- (6) A copy of the written plan documenting the proposed method of disposal of the contents of all holding tanks;
- (7) The complete set of campground plans signed by the person who prepared the plans. The plans shall contain information about the location and dimensional design of the campground relative to the sites, water supply and sewerage systems, toilet facilities, waste water drains, dump stations, solid waste storage and collection; and
- (8) Drawings that include the following information:
  - (a) A vicinity map, including the location and legal description of the campground and travel instructions for locating the campground;
  - (b) The area, dimensions and elevations of the tract of land;
  - (c) The number, location and size of all sites;
  - (d) The location and materials of all roadways and walkways;
  - (e) The location of all permanent buildings, sanitary facilities and other proposed structures, if applicable;
  - (f) Details and specifications of the water supply system, as approved, if applicable.
  - (g) Details and specifications of the sewerage system, as approved, if applicable;
  - (h) Details and specifications of the gray water recycling system, if applicable;
  - (i) The location and details of the lighting and electrical systems, if applicable; and
  - (j) The method of storage and collection of solid wastes.
- (9) The director, upon request of the applicant for plan approval, may waive submission of any of the items required by paragraphs (C)(8)(a) to (C)(8)(j) if the director determines they are not necessary to review the plans effectively. The director may request additional information and may return incomplete plans to the applicant without review. The director shall act upon plans within thirty days after the date of receipt of the information required by
- (10) Plans for temporary campgrounds shall be submitted to the licensor for review and approval at least fifteen days prior to the opening of the temporary campground. Plans for temporary campgrounds shall include the items listed in paragraphs (C)(1) to (C)(3) and (D)(1) to (D)(6) of this rule, except that the applicant is required to submit two sets of plans. The licensor may request additional information or return incomplete plans to the applicant. The licensor may waive the requirement for submission, review and approval of plans under this paragraph and for the location evaluation required by paragraph (B) of this rule if both of the following apply:**
  - (a) The plans for the temporary campground were reviewed and approved less than two years before the proposed opening of the campground; and**
  - (b) The information required to be submitted at the last review has not changed**

since the campground last was licensed.

- (11) The fee for plan review for a campground, shall be submitted at the same time of the electronic submission of the plan review package. If the plan review package is submitted on paper, the fee shall be submitted with the paper plan review package with a check payable to the "Treasurer, State of Ohio" for the appropriate plan review amount as follows:
- (a) For substantial alterations that are limited in scope, the fee shall be eight hundred forty-two dollars. This fee includes one inspection. As used in this rule, "substantial alterations that are limited in scope" means any alteration to the campground that does not result in the movement or addition of any permanently placed facility, gray water recycling system, roadway, dump station, water connection or sewerage system;
  - (b) For substantial alterations that are not limited in scope, the fee shall be one thousand five hundred forty-six dollars. This fee includes one inspection; and
  - (c) For new or existing unlicensed campgrounds the fee shall be one thousand eight hundred ninety-eight dollars. This fee includes one inspection.
- (12) The fee for inspections in addition to the ones specified in paragraph (C)(11)(a), (C)(11)(b) or (C)(11)(c) of this rule shall be charged at the rate of four hundred fourteen dollars.

(D) All campgrounds shall be designed to meet the following criteria:

(1) Site requirements:

- (a) Individual sites shall have a minimum area of one thousand square feet with clearly defined site boundaries.
- (b) Each site shall be designed to have separate access that is not through or over an adjacent site.
- (c) Each site shall be clearly marked so as to be readily identifiable and easily readable from the campground road. Each site shall be identified in numerals, letters or combination thereof in sequential order of at least two inches in size and mounted at least six inches above the ground.

(2) Water supply requirements:

- (a) A water supply for human consumption is not required at a campground. However, when such a water supply is provided, it shall be of adequate quantity and shall be from:
  - (i) A public water system, or a system owned and operated by the campground licensee, which meets the requirements of Chapter 6109. of the Revised Code and the rules adopted thereunder; or
  - (ii) A private water system which meets the requirements of section 3701.344 of the Revised Code and the rules adopted thereunder.
- (b) Water used for the flushing of holding tanks may be from a supply that does

not meet the requirements of paragraph (D)(2)(a) of this rule only if all outlets from the supply are clearly and indelibly labeled to the effect that the water is "unsafe for human consumption".

**(3) Sewerage system requirements:**

- (a) All sewerage systems shall meet the standards of section 6111. or section 3718. of the Revised Code.**
- (b) Where a public or private water supply system provides service to individual sites in a new or substantially altered campground a sewage disposal plan shall be approved by the Ohio environmental protection agency or the local health district, depending on which entity has jurisdiction, prior to the submittal of plans to the director.**

**(4) Other facilities shall be provided as follows:**

- (a) Containers for the collection and storage of solid wastes shall be provided. The containers shall be of a durable, watertight, non-absorbent and easily cleanable design and shall have tight fitting covers.**
- (b) Firefighting equipment of the type and quantity acceptable to the state fire marshal or local fire department shall be available for use in fighting fires.**
- (c) A sign identifying an emergency telephone or identifying the location of the nearest telephone shall be posted in the campground. The sign shall contain the address of the campground and telephone numbers for emergency services, including but not limited to police, sheriff and fire or rescue unit.**
- (d) First aid equipment consisting of unused disposable gloves and a sufficient supply of materials to stop bleeding, and to clean and cover minor cuts and abrasions shall be accessible in the campground.**
- (e) Rules established for the campground shall be conspicuously posted or provided to patrons.**

**(5) Electrical requirements:**

- (a) All electrical work within a campground shall be according to the current edition of the national electric code (NEC) or the local code, whichever is more stringent, with written certification by a licensed contractor.**
- (b) Whenever electrical service is available to the campground, all public service buildings shall be provided with external lighting sufficient to provide illumination and visibility.**

**(6) When shower facilities are provided they shall meet the following requirements:**

- (a) Separate shower facilities for non-family groups shall 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 the floor to the ceiling. A coved base at the juncture of the walls and floors is required. Shower building entrances and exits shall be provided with self-closing doors or modesty shields.**



(b) The floors shall have an easily cleanable, non-skid finish, impervious to moisture and self draining.

(c) The interiors of these facilities shall be illuminated by artificial lighting.

(E) Recreation campground design requirements. In addition to the requirements listed in paragraph (D) of this rule all recreation campgrounds shall have the following:

(1) Gray water recycling systems that shall be:

(a) Designed and constructed to accept gray water and meet the standards of Chapter 6111. or section 3718.02 of the Revised Code, as appropriate, or the following requirements:

(i) A plastic or concrete holding tank which is of a water tight design and capable of holding at least two hundred fifty gallons. The drain opening through which gray water is deposited into the holding tank shall be installed in a plastic or concrete riser which shall extend a minimum of eighteen inches above the ground surface. The drain opening shall be surrounded by a surface which extends from the opening to the sides of the riser and which slopes to the opening. The drain opening shall be covered by a drain grate and shall be located at least four inches below the top edge of the riser.

(ii) Individual site connections to a sewage collection system; or

(iii) An alternative gray water disposal system approved by the director.

(b) Located so that no site using the system is more than two hundred feet in walking distance and there shall not be less than twelve sites using one system;

(c) Easily accessible and provided with a sign indicating that the facility is for gray water only and that no sewage is permitted; and

(d) Approved by the Ohio environmental protection agency or the licensor, depending on which agency has jurisdiction when installed in a hundred year floodplain.

(2) Toilet facilities:

(a) Recreation campgrounds shall provide toilet facilities in accordance with the following minimum schedule:

| 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 - Up | Add 1 per 200 | Add 1 per 200 | Add 2 per 200 |

- (b) Toilet facilities shall be located so that no site is farther than one thousand feet walking distance from such facilities.
  - (c) Vault privies that are holding tanks of water-tight design and capable of holding a minimum volume of one thousand gallons are acceptable for use at campgrounds in addition to the standard water closets and fixtures.
  - (d) Toilet facilities or rooms for men and women shall be plainly designated. Family toilet facilities shall be counted as one unit in the total required minimum.
  - (e) Toilet facilities shall be provided with self-closing doors or modesty shields at the entrance and exit.
- (F) Combined park-camp design requirements. In addition to the requirements listed in paragraphs (D) and (E) of this rule, all combined park-camps shall have dump stations that meet all of the following criteria:
- (1) Provided in a ratio of one station for each one hundred non-sewered camp sites. Where recreational vehicles or portable camping units with holding tanks are segregated in a combined park-camp, the number of dump stations required shall apply only to the those segregated sites;
  - (2) Have a holding tank of water-tight design and capable of holding a minimum of one thousand gallons or connected to a sewerage collection system;
  - (3) Have a concrete pad surrounding the drain. The concrete pad shall meet all of the following requirements:
    - (a) A minimum of four feet by six feet in size;
    - (b) A minimum of four inches in thickness;
    - (c) A drain opening that is at least four inches in diameter with a self-closing, weighted cover. The drain opening shall be located at one end of the pad;
    - (d) Curbing of at least four inches bordering the drain end of the pad; and
    - (e) The surface of the pad shall slope two inches from the edge to the drain;
  - (4) Four-inch piping shall run from the drain to the holding tank or sanitary sewer. The piping shall be provided with a trap;
  - (5) A separate opening for the purposes of determining the level of the tank's contents and pumping out the tank;



- (6) A water supply available for the flushing of dump stations;
    - (a) If connected to a potable water supply each dump station shall be constructed and operated so as to protect the water supply and all other water outlets within the campground from contamination due to backflow in accordance with the applicable requirements under Chapter 6109. and section 3701.344 of the Revised Code, or the following requirements:
      - (i) Dump stations with tower washing equipment a backflow prevention device is required. Backflow prevention devices shall meet one of the following requirements:
        - (a) A device installed to operate under continuous pressure shall be an ASSE 1020 pressure vacuum breaker assembly or equivalent device. Installation shall be at least twelve inches higher than the highest point of use on downstream piping; or
        - (b) A device installed that is not subject to back-pressure or continuous pressure shall be an ASSE 1001 pipe applied atmospheric vacuum breaker device or equivalent device. Installation shall be at least six inches higher than the highest point of use on downstream piping.
      - (ii) Dump stations equipped with a threaded faucet and hose, an ASSE 1013 reduced pressure principle backflow prevention assembly or equivalent device shall be installed prior to the threaded faucet.
  - (7) Provided with hoses used for flushing the dump station pad that shall not exceed the length necessary to reach the entire pad;
  - (8) Designed to be easily accessible to the entrance and exit area of the campground and have safe, all weather access;
  - (9) Properly sealed to prevent nuisances;
  - (10) Posted with signs that are clearly and indelibly marked, stating instructions for use and that the water supply is not to be used for human consumption and is to be used for flushing and cleaning purposes only; and
  - (11) Located such that any water source or service outlet used for filling water tanks or other uses for human consumption is at least fifty feet away from the dump station facility.
- (G) Recreational vehicle park design requirements. Recreational vehicle parks are required to meet the design criteria listed in paragraph (D) of this rule. Recreational vehicle parks that do not have individual site connections to a sewerage system shall have dump stations that meet the design criteria in paragraph (F) of this rule.

Replaces: 3701-26-02, 3701-26-03, 3701-26-08, 3701-26-09,  
 3701-26-10, 3701-26-11. 3701-26-12, 3701-26-13,  
 3701-26-14, 3701-26-15, 3701-26-16, 3701-26-17,

3701-26-18, 3701-26-19, 3701-26-20, 3701-26-21,  
3701-26-22, 3701-26-23, 3701-26-24

Effective: 04/01/2016

Five Year Review (FYR) Dates: 04/01/2021

**CERTIFIED ELECTRONICALLY**

\_\_\_\_\_  
Certification

01/14/2016

\_\_\_\_\_  
Date

Promulgated Under: 119.03

Statutory Authority: 3729.02

Rule Amplifies: 3729.02

Prior Effective Dates: 7/1/1965, 1/1/72, 4/3/80, 5/24/92, 3/22/97, 5/5/97, 9/24/04,  
5/1/07, 5/1/12, 3/15/13