



SUMMIT COUNTY PUBLIC HEALTH

PLAN REVIEW APPLICATION PACKET

TEMPORARY CAMPGROUND



Summit County Public Health
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The proposed temporary campground plans and accompanying documentation submitted for approval to Summit County Public Health must meet the requirements of Chapter 3701-26 of the Ohio Administrative Code (OAC).

A *temporary campground* is defined as any tract of land used for a period not to exceed a total of twenty-one (21) days per calendar year for the purpose of parking five (5) or more recreational vehicles, dependent recreational vehicles or portable camping units, or any combination thereof, for one or more periods of time that do not exceed seven (7) consecutive days.

GETTING STARTED

Step#1: Submit a Completed SCPH Plan Review Application

- Submit a completed SCPH Plan Review Application. At least thirty (30) days prior to operating the temporary campground is appreciated, but at least fifteen (15) days is required for plan review items.

Step#2: Site Evaluation

- Once SCPH has been contacted, an inspector will schedule a site evaluation with the operator.
- The site evaluation is scheduled to access the topography, soil conditions, previous uses and available utilities and will be completed within 21 days of receiving the request.
- The Site Evaluation Report (form ODH HEA 5228) will be completed by the licensor.

Step#3: Approval Notification

- SCPH will review the completed plans once received. Applicant will be contacted if additional information is needed.
- Upon successful completion of plan review and site evaluation, applicant will be notified of approval or disapproval.

Step#4: Submit Completed Application for Licensure with License Fee

- Once the plans are approved, the operator may apply for a license no later than seven (7) days prior to operating the camp.
- Submit a completed license application (form ODH HEA 5336). This form may be submitted at the same time as the SCPH Plan Review Application.
- Submit the license fee of \$150.00 + \$10 per site in excess of 50 sites made payable to Summit County Health District.

Step#5: Licensure

- Prior to operating the camp, you must pass a pre-licensing inspection by SCPH.
- The license will not be issued until the camp meets all of the applicable code requirements at the time of the pre-licensing inspection.
- The license to operate will be issued upon successful completion of this inspection.

Temporary Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District		
Address of event			<p style="text-align: center;">Directions: (please print)</p> <ol style="list-style-type: none"> Complete <u>one application</u> for each temporary campground event; Sign and Date the application; Include the required items for review per OAC 3701-26-05(C)(10) License will not be issued until plan review is approved. 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		Type of Sewerage System Municipal Dump Station(s) Septage Hauler	
Fires permitted on campsites? Yes No		PWS name:		On-site N/A Other:	
			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:

Return the fee and application to:

<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: \$

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.

Temporary Campground Information

This section is designed to ensure that your proposed temporary campground complies with the Ohio Administrative Code 3701-26. Please read the requirements listed below and submit **two (2) sets of plans** along with completed packet.

A. Site Plans

Two (2) sets of plans and/or drawings to include:

- a. A vicinity map, including location and legal description of the park or camp;
- b. The area, dimensions, and elevations of the tract of land (to scale);
- c. Plot plan showing location, number, and size of all sites (to scale);
- 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. The location of the water supply system, if applicable;
- g. The location of the sewage collection and treatment system, if applicable;
- h. The location of waste water disposal facilities, if applicable;
 - i. Location, number, and details of gray water recycling system;
 - ii. Location, number, and details of dump station(s);
- i. The location and details of the lighting and electrical systems, if applicable;
- j. The location and method of storage and collection of solid waste;
- k. The location and details of toilet and shower facilities, if applicable.
- l. a. Layout of temporary campground;
- m. 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.

NOTE: All of the above items must be addressed in your plan submittal and the required forms / documentation must be included with your plan submission. Failure to provide the required documentation may result in delaying the approval of your plans and/or disapproval of your plans.

Following the approval of your plans, one copy of the plans along with your approval letter will be returned to you. You may then submit the required completed application and the fee for the license.

You must schedule a pre-license inspection of your temporary campground with Summit County Public Health **prior to** the opening of the temporary campground.

B. Site Requirements

Ensure that the following requirements are included on your plans:

- 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 listed 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

C. Water Supply

Is drinkable (potable) water provided to campers? Yes _____ No _____

If yes, what is the water supply?

- Municipal
- Well
- Other _____

If yes, ensure that all hoses used are approved for potable water

If non potable water is available on site, it must be labeled “unsafe for human consumption.” For example, water used for the flushing of holding tanks may be non potable.

Note: If the source of water is from a well, you will be asked to provide a copy of the bacteriological water test results. The licensor may charge additional fees for the collection and bacteriological examinations of any necessary water samples taken from a campground.

D. Sewage/ Wastewater

What facilities will be provided for wastewater disposal? (Check all that apply)

- Toilets (Portable _____ Permanent _____)
- Designated dump station
- Individual durable, watertight, non-absorbent, and easily cleanable containers at each site for the collection and storage of solid wastes
- The services of a registered septage hauler (documentation needed)
- Individual sites connected to sanitary sewer
- Other EPA approved method of disposal _____

Toilets

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

Adequate toilet tissue at each toilet fixture shall be provided.

Self-closing doors or modesty shields shall be provided at the entrance/exits.

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

Gray Water

Will portable camping units (tents) be allowed? Yes _____ No _____

If yes, gray water disposal requirements apply:

- A plastic or concrete watertight holding tank provided capable of holding at least 250 gallons.
- Located so that no camp site is farther than two hundred (200) feet in walking distance and there shall not be less than twelve (12) sites for one system; and,
- Easily accessible and provided with a sign indicating that the facility is for gray water only and that no sewage is permitted.
- If a register septage hauler will be removing waste, documentation is required including service agreements, where the waste will be disposed, the dates of service, and amount of any waste removed.

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.

E. Showers

- If shower facilities are provided, 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. Shower building entrances and exits shall be provided with self-closing doors or modesty shields.
- Floors must be cleanable, non-skid and impervious to moisture, and self-draining. A coved base at the juncture of the walls and floors is required. Artificial lights shall be provided inside.

F. Electrical

- All electrical work in the campground must be done under permit
- Whenever electrical service is available to the campground, all public service buildings shall be provided with external lighting sufficient to provide illumination and visibility.

G. Other Requirements

- 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).

Will open fires be allowed at campground? Yes _____No_____

Firefighting equipment of the type and quantity acceptable to the state fire marshal or local fire department shall be available.

- A sign identifying an emergency telephone or identify the location of the nearest telephone shall be posted. Sign must contain address of the campground and telephone numbers for emergency services, including but not limited to police, sheriff and fire/rescue units;
- 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;
- Rules established for the campground shall be conspicuously posted or provided to patrons; Rules should include but not 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)

SITE EVALUATION REPORT

To be completed by licensor having jurisdiction.

Authority: Ohio Administrative Code Chapter, 3701-26-03

TYPE OF PROJECT	
<input type="checkbox"/>	Recreation Camp (RC)
<input type="checkbox"/>	Recreational Vehicle Park (RVP)
<input type="checkbox"/>	Combined Park Camp (CPC)
<input type="checkbox"/>	*Temporary Campground (TPC)

**TPCs are the responsibility of the local health district.*

TYPE OF DEVELOPMENT	
<input type="checkbox"/>	New
<input type="checkbox"/>	Substantial Alteration

COUNTY		LOCAL HEALTH DISTRICT	
FACILITY NAME		OWNER	
STREET ADDRESS		STREET ADDRESS	
CITY, ZIP CODE		CITY, STATE, ZIP	
FACILITY PHONE NO.	FACILITY E-MAIL	OWNER PHONE NO.	OWNER E-MAIL

I. Site Information/Conditions:

A. Describe access thoroughfares on and adjoining the site: _____

B. Describe adjoining land uses: _____

C. Describe significant topographic features such as unusable land area, sharp changes in grade, waterways, or wetlands: _____

D. You may use the back of this form for additional remarks or to sketch the above or any other appropriate items.

E. Soil classification: list predominant soil types and characteristics (refer to the "Soil Conservation Service, Soil Survey"; _____

F. Research and comment on previous land uses to include, but not limited to, landfills or hazardous substance/disposal sites: _____

<p>II. Lot Information:</p> <p>Number of existing, fully developed lots: _____ (any lot a man. home can be placed/occupied)</p> <p>Total number of proposed lots: _____</p>	<p>III. Describe work proposed:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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IV. Utilities (check appropriate items):

A. Transmission lines: Existing Proposed No Indication

Electric _____

Gas, propane, fuel oil _____

Water _____

Sanitary Sewer _____

Storm sewer _____

B. Service systems: Public Private Other

Water ~~_____~~ _____

Sanitary ~~_____~~ _____

Campgrounds only:

Restroom(s) _____

Dump station(s) _____

Waste water drain(s) _____

Based on soil types in Sec. I E above, do you oppose use of a leaching type waste water drain(s)? Yes No

Note: New development or expansion may be subject to OEPA review and permits.

V. Expansion/Substantial Alteration/New Development:

A. Is the proposed development licensed by the licensor? ~~_____~~ Yes ~~_____~~ No

1. Verify the number of lots on the license permit with section II above, and with previously approved plans, plan approval letters, and plan extension approval letters.

B. Comment on the compliance of the existing facilities to the appropriate rules. _____

C. Objections to development of the existing or proposed project. _____

SANITARIAN	DATE
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