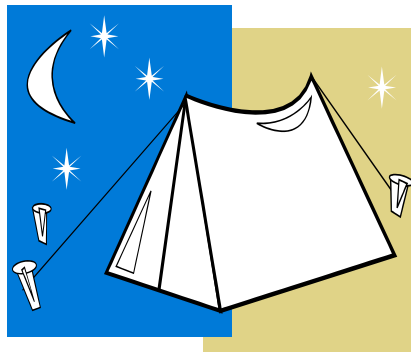


# Temporary Park-Camp Application Packet

## 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 outlined in the “Plan Submission Requirements” section of this packet.
- 5) Submit (above) items 2, 3, and 4 with the 2016 license fee of \$29.00 per day *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 Darke County 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 a phone call confirming the application has been approved.
- 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.



## 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?**

- The 2016 fee for a temporary park-camp license is \$29.00 per day.

### **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 during the temporary park-camp event. If we do not receive the application and fee at least fifteen 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 Department 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 prepared in the home may not be used as a food service operation. Food that is prepared off-site and brought to the park-camp must be prepared by a licensed caterer or in a licensed food service operation. For further questions about food safety and licensing, please contact the food program sanitarian at the Darke County Health Department.

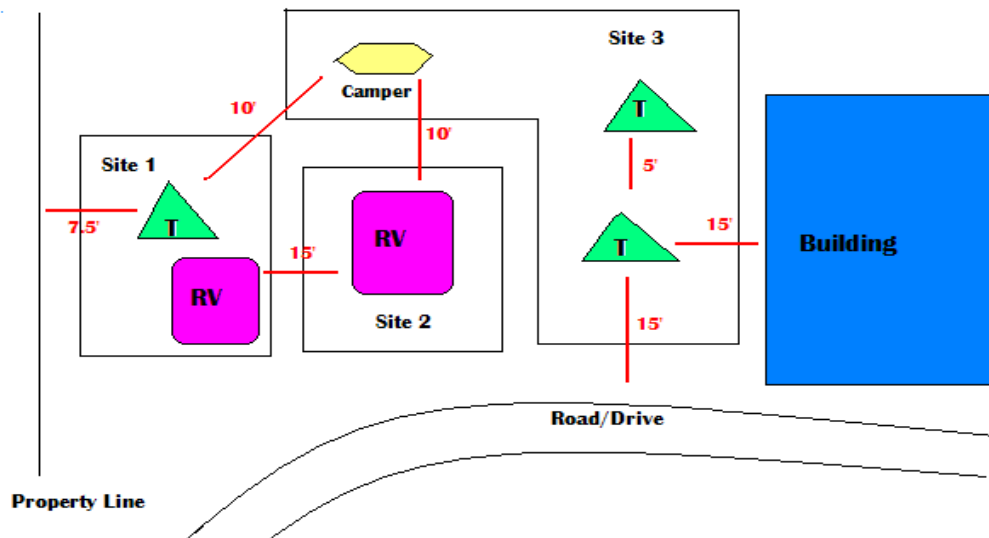


## Temporary Park Camp Requirements

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 online at [www.odh.ohio.gov](http://www.odh.ohio.gov) or [www.darkecountyhealth.org](http://www.darkecountyhealth.org). We suggest that you review these rules. 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.

### Density & 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 pup-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 (T)
  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.
- Each site shall be marked so as to be readily identifiable and easily readable from the camp road.

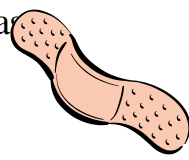


### Solid Waste

- 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.

## **Temporary Park Camp Requirements**

### **Safety, Electrical, and Lighting**

- Firefighting 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
    - Disposable gloves
    - Gauze
    - Material to clean cuts/abrasions
    - 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 Darke County Health Department.
  - 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 Darke County Building Regulations. 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) 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. This information would be important in case of an animal bite incident.
  - An approved safety plan, reviewed and approved by the Darke County Sheriff's Office, must be on file with the Darke County Health Department.

## Temporary Park Camp Requirements

### Toilet Facilities:

- Men's and woman's toilet facilities must be provided at the park-camp. The minimum 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:
  - Located within 1,000 feet of all camp sites.
  - Provided with toilet tissue at each fixture.
  - Provided with self-closing doors or modesty shields at entrances and exits.
  - Maintained clean and sanitary

### Shower and Hand Washing Facilities

- If provided, shower facilities must:
  - Be separated into men's and women's facilities if contained in the same building.
  - Be provided with self-closing doors or modesty shields at entrances and exits.
  - Have floors that are easily cleanable, non-porous, and finished with a non-slip surface.
  - Be illuminated by light (inside) at night.
  - Have proper disposal of waste water.
  - Be maintained clean and sanitary.
  - Come from a potable water supply.
- If provided, hand washing facilities must:
  - Have proper disposal of waste water.
  - Be maintained clean and sanitary.
  - Come from a potable water supply.

### Person-In-Charge Responsibilities

- 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:
  - Traffic and noise control
  - Spacing requirements
  - Use of hazardous materials and fire safety
  - Use of the park or camp facilities and prevention of nuisances
  - Swimming area safety (if applicable)
  - Pet control and registration (if applicable)
  - Safety Policy

## **Temporary Park Camp Requirements**

### **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.
  - 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.
  - If the well does not have a PWS ID number, it must be tested for coliform bacteria once a year at least 30 days prior to the first camping event. The test must be done by an EPA-certified laboratory. Contact the Darke County Health Department at 937-548-4196 if you would like to schedule a test. The 2014 fee for this test is \$90.
- 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).
- If water is hauled to individual sites, an approved and registered water hauler must be used. The water must come from an approved source with the required disinfection residual.

### **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.

## 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 description of the clean water facilities (city water, private well water, hauled water, etc.). If you are using a private well, 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.
- 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 (if applicable).
- A written safety plan including but not limited to:
  - Unlicensed electric/motorized vehicles
    - No alcohol consumption during operation
    - Operated in a safe manner
    - No operation on or across road or highway
  - If the event is to exceed 30 camping sites, a detailed security plan must be submitted and approved by the Darke County Sheriff's Office and the Darke County Health Department. The goal of an approved security plan is to prevent any abuse, violence, accidents, destruction of property, "code" violations, injuries, or deaths during the camping event.
    - The security plan must be prepared for the type of event, based on the following:
      - Any event which may provide for excessive celebration and/or consumption
      - Any event with a history of excessive alcohol/drug consumption
      - Any event with a history of law enforcement responding to site regardless of etiology.
    - The security plan must provide the number of security personnel per a certain number of acres/lots.
- A vicinity map including the following information:
  - The total area and dimensions (in square feet) of the park-camp
  - Maximum density of the park-camp (total number of allowable camping units)
  - The number, location, layout, and size of all camp sites
  - The location of all roadways and walkways
  - The location and purpose of all permanent buildings
  - The location and purpose of all buildings, gathering tents, etc. that will be constructed or erected for the park-camp
  - The location of all sanitary facilities (including but not limited to toilet, shower, and dishwashing facilities)
  - The location of all clean water facilities
  - The location of all waste water facilities
  - The location of area lighting and electrical systems

