



2024 Temporary Campground Packet

Champaign Health District
1512 S. U.S. 68 Suite Q-100, Urbana, OH 43078



Frequently Asked Questions

What is a temporary campground?

"Temporary campground" means 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, dependent recreational vehicles or portable camping units or any combination thereof, for one or more periods of time that do not exceed seven consecutive days or parts thereof.

How much does a temporary campground permit cost?

The 2024 fee for a temporary campground license is \$50 per event for 5-50 sites and \$50 plus \$1.50 for each additional site over 50 sites per event.

When do I need to apply for a temporary campground permit through the health department?

The operator of a temporary campground shall apply for a license and approval at least 15 days prior to the event date. This will allow the health department to review the application, generate the license, and complete inspections. 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 appropriate legal action.

What do I need to submit for approval?

1. The plan review packet
2. A copy of the completed location evaluation form
3. Signed application and payment

What happens after submittal of temporary plan review packet & all additional paperwork?

The licensor may request additional information and return incomplete plans to the applicant. Once the plans are approved, an inspection will be scheduled. The health department will complete one site inspection prior to issuing a license to make sure the land meets code and paperwork submitted.

Do I need a food permit?

Your temporary campground license does not permit 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.

Please review our temporary food license application or call the health department if you have any questions at 937-484-1606. If a licensed food location will be present (including mobile units), we need to know this to make proper inspections.

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 or www.champaignhd.com. 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.



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Temporary Campground Facts & Guidelines



1. Properly Maintained

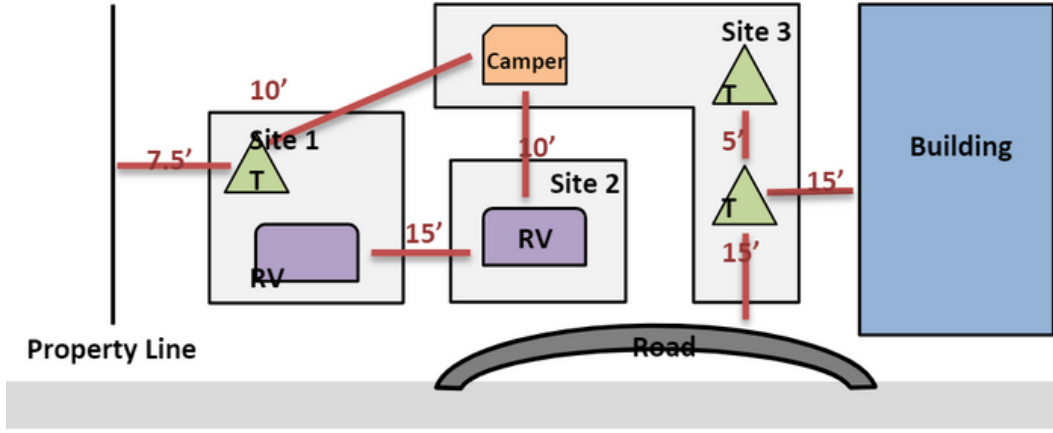
- a. The licensee of a campground shall properly maintain the campground, buildings, sites, and facilities in a clean and sanitary manner as follows:
 - i. Prevent and abate any nuisances in the campground.
 - ii. Maintain vehicular access, as appropriate, throughout the campground area at all times the campground is in use.
 - iii. Campground roads and walkways shall be maintained to provide all-weather access and dust control.
 - iv. Ensure at least one responsible adult is available at all times the campground in operation.
 - v. Limit and control the number of patrons and vehicles in a campground to avoid overcrowding and to maintain separate distances.
 - vi. Ensure the campground is properly drained and kept free of trash and debris.
 - vii. Implement insect and rodent control measures whenever an insect or rodent nuisance exists.
 - viii. Reasonably control noxious plants such as poison ivy, poison sumac and other plants which could constitute a hazard to patrons in public use areas.
 - ix. Require the registration of all pets that are permitted within the campground.
 - x. Promptly report to the health commissioner where the campground is located a case(s) of either domestic or wild animal bites inflicted upon any person in the campground area.

2. Site Requirements

- a. Individual sites shall have a minimum area of one thousand square feet with clearly defined site boundaries.
- b. Each site may have no more than:
 - i. One recreational vehicle and portable camping units, OR
 - ii. 3 tents/ portable units
- c. Each site shall be designed to have separate access that is not through or over an adjacent site.
- d. Properly drained and kept free of trash and debris.
- e. Maintained free of sewage and gray water nuisances.
- f. 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 6 inches above the ground.

3. Spacing Requirements

- a. At least 15 feet between the side of any recreational vehicle and the side of any other recreational vehicle or portable camping unit located on an adjacent site
 - i. "A portable camping unit" means dependent recreational vehicles, tents; portable sleeping equipment and similar camping equipment used for travel, recreation, vacation, or business purposes and does not include a manufacturer home or mobile home."
 - ii. At least 10 feet distance between the ends of any recreational vehicle and any other recreational vehicle and/or portable camping units located on an adjacent site.
 - iii. At least 5 feet between all units on the same site
 - iv. At least 10 feet between portable camping units located on adjacent sites
 - v. At least 15 feet distance between camping unit and any building, public roadway, street, alley, and or any right of way designated for vehicular traffic
 - vi. At least 7 ½ feet distance between camping unit and campground property line.



4. 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 section 6109 of the Revised Code and the rules adapted under thereof; or
 - ii. Private water system which meets the requirements of section 3701.44 of the Revised Code. A current copy of last water sample taken shall be submitted for review.
- 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.”
- c. All water hoses used for human consumption must be rated for potable water use only.

5. 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 has jurisdiction, prior to the submittal of plans to the director.
- c. When the services of a septic hauler are utilized for the ultimate disposal of sewage pumped from holding tanks, a service agreement shall be kept on file by the operator on premise, including information regarding where the waste will be disposed, the dates of any service and the amount of any waste removed from the premises. All septic haulers shall be registered in Champaign County and in accordance with requirements.
- d. A licensee may haul domestic septage from individual holding tanks of recreational vehicles and portable camping units on site and within the campground. The domestic septage shall only be hauled within the campground in an approved manner. No domestic septage may be hauled on public roadways.
- e. Temporary campground licensees shall provide adequate methods for disposing wastes from camping units which may include but are not limited to:
 - i. On-site dump stations
 - ii. The services of a septic hauler that is registered by a local health district, or
 - iii. Individual site connections to a sewerage system.



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Gray Water Recycling Systems

- a. Located so that no camp site is farther than 200 feet in walking distance and there shall not be less than 12 sites for one system.
- b. Easily accessible and provided with a sign indicated that the facility is for gray water only and that no sewage is permitted.
- c. Shall provide adequate methods for disposal of gray water from camping units which may include but are not limited to:
 - i. On-site gray water recycling systems which comply with the requirements of paragraph (E) (1) of rule 3701-26-05 of the Administrative Code; or
 - ii. Disposal by the services of a septage hauler. (service agreement shall be kept on file on premise, including information regarding where the waste will be disposed, the dates of any service and the amount of any waste removed from the premises.

Shower Requirements (if provided)

- a. Separate shower facilities for non-family groups shall be provided for each sex. If shower for each are in the same building, they shall be separated by solid walls or partitions extending from the floor to the ceiling. A covered 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.

Toilet Facilities

- a. Located so that no site is farther than 1000 feet walking distance.
- b. Provided for men and women. Each facility or room shall be plainly designated. If a family facility is provided it shall be counted as one unit in the total required minimum.
- c. Properly maintained & provided with adequate toilet tissue at each toilet fixture.
- d. Provided with self-closing doors or modesty shields at the entrance and exits.
- e. Provided in accordance with minimum schedule 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



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9. Solid Waste

- a. The storage and collection of solid wastes shall be provided so as to avoid the creation of health hazards, rodent harborages, insect breeding areas and accidents.
- b. Containers shall be of durable, watertight, non-absorbent and easily cleanable design and shall have tight fitting covers.
- c. Containers shall be sufficient in number and size to accommodate all solid waste between collections. Containers must be easily accessible and emptied weekly unless otherwise authorized by licensior.
- d. Open burning for campfires:
 - i. May be allowed if approved by local fire authority, AND;
 - ii. The following conditions are met from the Ohio Revised Code:
 - 1. They are fueled with clean seasoned firewood, natural gas or equivalent, or any clean burning fuel with emissions that are equivalent to or lower than those created from the burning of seasoned firewood.
 - 2. They are not used for waste disposal purposes.
 - 3. They shall have a total fuel area of 3 feet or less in diameter and 2 feet or less in height.

10. Safety

- a. 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.
- b. 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.
- c. 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.
- d. Rules established for the campground shall be conspicuously posted or provided to patrons. Rules shall include, but are not limited to, the following general areas:
 - I. Traffic control
 - II. Overcrowding & spacing of camping units
 - iii.Noise control
 - IV. Use of hazardous materials and fire safety
- e. Licensee shall maintain a record of all injuries occurring within the campground area that require attention of medical personnel
- f. Licensee shall ensure no motorized vehicles are used in such a manner in the campground that a hazard to life or safety occurs.
- g. All playground equipment shall be installed and maintained in a safe condition.
- h. When natural hazards to life and safety are identified within a campground area, the licensee shall eliminate them where possible.
- i. Firearms, potentially hazardous equipment and hazardous substances which are under the control of the licensee shall be used, maintained and stored in a safe manner.
- j. The licensee shall control any potentially hazardous substances which are under the control of the licensee shall be used, maintained and stored in a safe manner.
- k. Water and other recreation areas under the control of the licensee shall be operated and maintained in a safe condition.



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11. Electrical Requirements

- a. All electrical work within a campground shall be according to the current edition of the national electrical 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.



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Plan Review:

Items to be submitted to the Health Department:

- 1. Signed application and payment.
- 2. Written verification from the local or township fire department having authority where the camp is located, the camp has adequate fire protection, and that such fire protection has been explained to the fire department.
- 3. Written septage hauler service agreement, if applicable
- 4. Written safety plan including not limited to:
 - i. Unlicensed electric/ motorized vehicles
 - 1. No alcohol consumption during operation
 - 2. Operated in safe manner
 - 3. No operation on or across road or highway
- 5. If there are more than 30 camping sites, a detailed security plan must be submitted and approved by the Champaign County Sheriff's Office & Health Department. The goal is to prevent any abuse, violence, accidents, destruction of property, code violations, injuries, or deaths during the campground event.
 - i. The security plan must be prepared for the type of event, based on the following:
 - 1. Any event which may provide for excessive celebration and or consumption
 - 2. Any event with a history of excessive alcohol/ drug consumption
 - 3. Any event with a history of law enforcement responding to site regardless of etiology
 - ii. The security plan must provide the number of security personnel per a certain number of acres/lots
- 6. A vicinity map including the following information:
 - i. The total area and dimensions (in square feet) of the park
 - ii. Maximum density of the park-camp (total number of allowable camping units)
 - iii. The location of each site with its number
 - iv. The location of all roadways and walkways
 - v. The location of permanent buildings, gathering tents, etc.
 - vi. The location of all sanitary facilities (restrooms or showers)
 - vii. The location of all clean water facilities
 - viii. The location of all waste water sites
 - ix. The location of all solid waste collection sites
 - x. The location of all area lighting and electrical systems
- 7. Proof of insurance if available
- 8. The plan review questions sheet



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Plan Review Questions:

Plan Review Questions:

- 1) How will pets be registered (please attach a form if used)?
- 2) What is the size of each site in square feet?
- 3) Explain how each site will be clearly marked so that it is readily identifiable & easily readable from the road.
- 4) Explain how you will monitor distances between units to ensure proper distances are being met:
- 5) Will a water supply for human consumption be provided? Yes or No
 - a. If yes, what water supply is the water from:
 City water:
 Private water (Well): (please provide a copy of most current water sample results for review)
 Services of private water hauler (submit service agreement with registered water hauler)
- 6) What method will be used to dispose sewage from camping units?
 On- site dump stations
 Services of septage hauler (submit service agreement with registered septage hauler)
 Individual site connections to a sewerage system (submit process & where it will be dumped)
- 7) Are gray water recycling systems located within 200 feet of each camp site? Yes or No
- 8) What method will be used to dispose of gray water
 On-site gray water recycling system
 Services of septage hauler (submit service agreement with registered septage hauler)
 Other, please specify: _____
- 9) Will shower facilities be provided? (YES) (NO)
 - a. If yes, what company will provide the showers?
- 10) Are toilet facilities located within 1000 feet of each site? (YES) (NO)
- 11) Complete the table.

# of CAMP SITES	# of MEN-URINALS	# of MEN-TOILETS	# of WOMEN-TOILETS

- 12) What company will provide the restrooms?
- 13) How will solid waste be stored throughout the campground?
- 14) Will the containers be durable, watertight, and non-absorbent with tight fitting doors/lids? (YES) (NO)
- 15) How many solid waste containers will be provided?
- 16) What company will collect and dispose of the waste properly?
- 17) Is a sign identifying the emergency phone posted in the campground? (YES) (NO)
- 18) Is a first aid kit available within the campground? (YES) (NO)
- 19) How will your rules be distributed to the public?
 Conspicuously posted. Name location:
 A copy provided to each patron.
- 20) Are there any permanent buildings or temporary tent structures located on the campground? (YES) (NO)
 - a. If yes, please explain the use for the buildings and structures.



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21) Will the licensee provide any of the following for its patrons?

Food given away for free with no required donation.

Temporary Permit through local health department

Mobile Units. Please name:

No food will be available from licensee

22) Is the Temporary Camping Insured properly? _____

23) Who shall be contacted with any questions in regards to this packet or to set up inspections?

- a. Name:
- b. Phone Number