

***PLAN REVIEW APPLICATION PACKET***  
Temporary Campgrounds



**Public Health**  
Prevent. Promote. Protect.

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**Greene County**

**Greene County Public Health**  
360 Wilson Drive  
Xenia, OH 45385  
(937) 374-5607  
[www.gcph.info](http://www.gcph.info)

Submit Completed Plans (**2 Sets**) and  
Related Documents

## CONTENT AND FORMAT REQUIREMENTS

The proposed temporary campground plans and accompanying documentation submitted for approval to Greene County Public Health must meet the requirements of Chapter 3701-26 – Ohio Camp Ground Rules, of the Ohio Administrative Code (OAC). The definition of a “temporary campground” per 3701-26-01 of the OAC is as follows:

**“Temporary campground”** means 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 or parts thereof.

### Notes:

- Two (2) sets of plans for temporary campgrounds must be submitted to Greene County Public Health for review/approval at least **15 days prior to** the opening of the temporary campground;
- The proposed licensee of a temporary campground must obtain a license to operate from Greene County Public Health not less than **7 days before** beginning operations and only after receiving written approval of the plans from Greene County Public Health. A separate license for each campground the person intends to operate is required;
- Temporary campgrounds *cannot* operate more than **7 consecutive days**, and cannot exceed a total of **21 days per calendar year**;
- There are several exemptions for campground licensing in the Ohio Administrative Code (OAC), Section 3701-26-04. OAC 3701-26-01(F) references an agriculture fairground exemption and (G) references the motor sports for participates-only exemption; in addition campgrounds are exempt from licensure if there are 4 or fewer RV units, portable camping units, dependant RV units or any combination thereof;

### Plan Submission Requirements:

1. Copy of the Plan Review Application (see attached). The form must:
  - a. Be signed by the person who prepared the plans;
  - b. Contain identifying information about the licensee of the campground, the person who prepared the plans, the name/address/email (if available)/fax number of the person requesting the review;

**Note:** No plan review fee is required for a temporary campground plan review by Greene County Public Health.

**Weblink:**<http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/eh/campgrounds/applicationforplanreviewcampshea5213.pdf>

2. Request the Site Evaluation Form be completed. (HEA 5228 – see weblink). This form is completed by Greene County Public Health (as may be required, especially if a new campground site has not been previously licensed by Greene County Public Health).

**Weblink:**<http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/eh/campgrounds/siteevaluationhea5228form.pdf>.

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 (2)** sets of plans for the temporary campground meeting the following criteria (*as applicable*).

**A. Sites**

1. Temporary campground sites shall be a minimum area of 1000 square feet with clearly defined boundaries;
2. No more than the following number of units shall be permitted on any one site:
  - i. One recreational vehicle and two portable camping units, or
  - ii. Three portable camping units;
  - iii. Not less than ten feet distance between portable camping units located on adjacent sites;
3. Each site designed to have separate access that is not through or over an adjacent site;
4. Each site 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 (2)** inches in size and mounted at least **six (6)** inches above the ground;
5. The licensee shall be responsible for maintaining site boundaries, the proper placement of the RVs or portable camping units and shall ensure that the occupancy of the campground does not exceed its licensed capacity;
6. The density requirements for temporary campgrounds, where open fires are prohibited by the operator, shall be determined by Greene County Public Health. Greene County Public Health shall request and consider recommendations from the local fire authority with jurisdiction;
7. Properly drained and kept free of all trash and debris; and,
8. Maintained free of sewage and gray water nuisances.

**B. Water Supply**

1. A water supply for human consumption is not required at a campground. 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. A bacterial safe water sample must be obtain prior to issuance of license and operation of the campground; and,
2. Water used for the flushing of holding tanks may be from a supply that does not meet letter “1” above only if all outlets from the supply are clearly and indelibly labeled to the effect that the water is “unsafe for human consumption”.

**C. Sewerage System**

1. All sewerage systems shall meet the standards of Section 6111. or Section 3718. of the Revised Code;
2. 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 which comply with the requirements of the rule;
  - ii. The services of a septage hauler that is registered by a local health district; or
  - iii. Individual site connections to a sewerage system.
3. Gray water recycling system requirements – the licensee of a temporary campground must ensure that the gray water recycling systems meet:

- i. The standards of Section 3718.02 or Chapter 6111. of the ORC as appropriate, or a plastic or concrete watertight holding tank capable of holding at least 250 gallons;
- ii. 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,
- iii. Easily accessible and provided with a sign indicating that the facility is for gray water only and that no sewage is permitted.

#### **D. Other Requirements**

1. Containers for collection and storage of solid wastes (containers must be durable, watertight, non-absorbent, easily cleanable, and have tight fitting covers);
2. Firefighting equipment of type and quantity acceptable to State Fire Marshall or local fire department shall be available;
3. 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;
4. 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; and,
5. Rules established for the campground shall be conspicuously posted or provided to patrons.

#### **E. Electrical**

1. All electrical work in the campground must meet the National Electric Code or local code, whichever is more stringent, with written certification by a licensed contractor; and,
2. Whenever electrical service is available to the campground, all public service buildings shall be provided with external lighting sufficient to provide illumination and visibility.

#### **F. Showers**

1. 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.

#### **G. Toilets**

1. All temporary campgrounds shall have toilet facilities that meet the requirements of Rule 3701-26-04 (N)(3):  
<http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/rules/final/3701-20%20TO%20-29/3701-26/3701-26-04-N.pdf>.

**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 appropriate fee for license category. You must schedule an inspection with Greene County Public Health to perform a pre-licensing inspection of your temporary campground so that the license can be issued ***prior to*** the opening of the temporary campground.