

Massillon City Health Department



Temporary Campground

Campgrounds in Ohio are regulated under the authority of Chapter 3729 of the Ohio Revised Code (ORC) and Chapter 3701-26 of the Ohio Administrative Code (OAC). The campground rules were created to establish minimum standards, applicable throughout Ohio, for the design, installation, operation, and maintenance of these facilities in order to protect the public from injury, minimize the potential for disease transmission, and provide a safe and healthy recreational environment.

Ohio Revised Code 3729.01(V) defines a temporary park-camp as:

“Temporary park-camp” 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.

TEMPORARY CAMP REQUIREMENTS

Plans for temporary park-camp shall be submitted to the licensor for review and approval at least fifteen days prior to the opening of the temporary camp. The licensor may request additional information or return incomplete plans to the applicant.

- 1.) A completed plan application signed by the person who prepared the plans must be submitted.
- 2.) A copy of the completed location evaluation form issued by the licensor.
- 3.) Written verification by the fire protection authority or authorities that have jurisdiction in the area of all the following:
 - a.) That the park or camp has adequate protection
 - b.) The method and layout of the fire protection
 - c.) That applicable fire codes shall be adhered to in the construction and operation of the park or camp
- 4.) The name and address of the proposed licensee, and a letter of transmittal from that person requesting the review.
- 5.) A vicinity map, including the location and legal description of the park or camp, and travel instruction for locating the park or camp.
- 6.) The area, dimensions, and elevations of the tract of land.
- 7.) The number, location, and size of all sites.
- 8.) The location and materials of all roadways and walkways.
- 9.) The location of permanent buildings, sanitary facilities, and proposed structures, if applicable.
- 10.) Details and specifications of the water system, if applicable.
- 11.) Details and specifications of the sewage collection and treatment system, if applicable.
- 12.) Details and specifications of the waste water disposal facilities, if applicable.
- 13.) The location and details of the lighting and electrical system, if applicable.
- 14.) The method of storage and collection of solid waste.

FREQUENTLY ASKED QUESTIONS

When do I need a Temporary Park-Camp license?

- A temporary license is required for any location, or site, where a temporary park-camp will be located. This includes sites where camping is permitted at festivals and events.

How much does a temporary park-camp license cost?

- The fee for a Temporary Park-Camp license is:

Temporary Campground Up to 50 Lots	\$100
Additional Fee for Each Lot Over 50	\$5

Are there limits on Temporary Park-Camp licenses?

- There are two restrictions for Temporary Park-Camp licenses:
 - A single camping location may only be licensed for up to seven (7) consecutive days or less
 - A single camping location may only be licensed for twenty-one (21) days or less per calendar year

When do I have to submit the application and fee?

- The application, required documentation, and the license fee must be received by the Massillon City Health Department at least fifteen (15) days before the scheduled temporary. An application submitted less than 15 days prior to the event will not be accepted. If you operate a temporary park-camp without a license, you will be violating Ohio law and the Massillon City Health Department will take legal action against you.

Can I sell food with my Temporary Park-Camp license?

- **Your Temporary Park-Camp license does not allow you to prepare, serve, or sell food.** All food must come from a licensed operation; therefore, food that is prepared off-site of the park-camp must be prepared in a licensed food service operation. Food that is prepared on-site of the park-camp must be prepared by someone who has obtained a Mobile food license or a Temporary food license. For questions about food licensing, please call the Massillon City Health Department at 330-830-1795.

Will the Massillon City Health Department inspect my Temporary Park-Camp?

- An inspection of your Temporary Park-Camp will be conducted by a Massillon City Health Department Environmental Health Specialist. An inspection will be conducted prior to your event beginning and then again as needed. The inspection will assess the sanitation (restrooms, potable water, waste water collection, etc.), fire safety, trash collection, capacity limitations, maintenance, as well as other public health nuisances.

For questions, please contact:
Bethany Perkowski, Environmental Health Director
(330)830-1795
bperkowski@massillonohio.gov

Temporary Campground

Application for Plan Review and License to Operate

Name of Temporary Campground			Health District		
Address of event			Directions: (please print) 1. Complete <u>one application</u> for each temporary campground event; 2. Sign and Date the application; 3. Include the required items for review per OAC 3701-26-05(C)(10) 4. License will not be issued until plan review is approved. 5. Contact the Massillon City Health Dept. 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 PWS name:		Type of Sewerage System Municipal Dump Station(s) Septage Hauler On-site N/A Other:	
Fires permitted on campsites? Yes No		Local Fire District			

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

Name	Phone #	E-mail
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

Cash, Check, Credit/Debit or Money Order, Payable to:

- Make checks payable to: The Massillon City Health Department
- Credit/debit cards (Visa, Discover, and MasterCard) accepted for in-person transactions only. A service fee will be applied to all credit/debit transactions.

Return the Fee and Application to:

Health District	
The Massillon City Health Department	
Street address	
611 Erie St. South	
City	
Massillon	
Zip	Phone #
44646	330-830-1795

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 licenser (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.