

Temporary Campground Permits

RULES AND REGULATIONS

Wyandot County



Public Health

Prevent. Promote. Protect.

Wyandot County Public Health

419-294-3852 | 127-A SOUTH SANDUSKY AVE., UPPER SANDUSKY, OH

UPDATED 1/25/2023

Do I need a license?

If you have 5 or more camper sites on your property and are charging a fee, you **MUST** have a temporary campground license. Temporary campgrounds are campgrounds set up for 7 days or less. Submit plans to Wyandot Co. Public Health AT LEAST 15 days before your event to ensure your plans are approved prior to your event.

How much is this going to cost?

The basic license costs \$125. Each campsite over 50 will add an additional dollar. So, say you're having a huge solar eclipse party with 80 campsites. Your license cost would be \$125, plus another \$30 for the additional 30 campsites. A grand total of \$155.

Why do I need a license?

The Ohio Administrative Code indicates you must have a license. Wyandot County Public Health carries out the licensing process for temporary campsites in Wyandot County. Beyond the legal reasons, **the rules exist to ensure the safety of both you (the licensee) and the campers enjoying their time with you.**

Okay fine, I'll do it. How do I get a license?

1. Find a plot of land you want to use.
2. Fill out the **Temporary Campground Application for Plan Review and License to Operate form (Appendix 1)**, create a **proposed layout (Appendix 2)** and create a **vicinity map (Appendix 3)**.
3. Get **written verification by the fire protection authority (Appendix 4)** or authorities that have jurisdiction in the area (your local fire department) that adequate fire protection can be provided to the campground. A complete list of area fire departments is listed in Appendix 5.
4. **Submit the application, proposed layout, and written verification from the fire department to Wyandot County Public Health.**

How do I create a proposed layout and vicinity map?

Tip: Use Google Maps/Earth. Be sure to zoom out for the vicinity map so nearby roadway names are visible. See examples in appendices 2 and 3.

Things to keep in mind:

- **Lots must be a minimum of 1,000 square feet and should be CLEARLY DEFINED. Campers must be a minimum of 15 feet apart (yes, this includes pop outs!). We recommend making sites at least 30 by 35 feet.**
- **Each site must be accessible to an access lane or road. An ambulance should be able to access every camp site in case of emergency.**
- **No more than the following number of units shall be permitted on any one site:**
 - **One recreational vehicle (A camper with a toilet) and two portable camping units, or**
 - **Three portable camping units.**
- **Bathrooms must be within 1,000 feet walking distance of each site. View the chart below to see how many bathrooms you need based on how many lots you have.**

Sites	Urinals	Men's Toilets	Women's Toilets
5-15		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

***If you have more than 150 sites, please contact the health department for the number of toilets needed.**

Does my site have to have bathrooms, shower facilities, water, electricity, and trash receptacles?

- **Bathrooms:** You MUST offer bathrooms such as portable toilets based on the number of sites you'll have.
- **Showers:** You are not required to offer shower facilities. But when they are offered you must provide separate shower facilities for each sex. There are additional requirements for shower facilities. If you plan to offer them, contact Wyandot County Public Health to learn more.
- **Water:** You are not required to offer water. If you are offering water hook ups, it must be from a public water system or approved private water system. Contact Wyandot County Public Health for more information.
- **Electricity:** You are not required to provide electricity to camp sites. All electrical work within a campground shall be according to the current edition of the national electric code (NEC) or the local code, whichever is more stringent, with written certification by a licensed contractor.
- **Trash:** You MUST provide adequate trash bins to ensure a nuisance does not occur. These bins must be equipped with a tight-fitting lid to avoid water collection and animal harborage.

What about safety measures?

- **Each lot MUST be easily identifiable.** Make sure the numbers for each lot are clearly marked and easy to see. Give campers a large number to tape to their camper or spray paint the number on the ground.
- **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 units.
- **First aid equipment MUST be available at the campground.** Your kit must consist of unused disposable gloves and a sufficient supply of materials to stop bleeding, and to clean and cover minor cuts and abrasions.

Do I have to set any rules for the campers?

It's important to set rules that will protect the safety of your guests. Rules established for the campground MUST be conspicuously posted or provided to patrons upon arrival. See our example (Appendix 4). You also MUST post the emergency telephone information and address of the campsite in a central location.

Consider the following when setting the rules:

- **Traffic flow**
- **Overcrowding and spacing of camping units**
- **Noise control**
- **Use of hazardous materials and fire safety**
- **Use of park or camp facilities and prevention of nuisances**
- **Swimming area safety if applicable**
- **Pet control if applicable**

Temporary Campsite Creation Checklist

- The licensee of a campground shall ensure that the sites meet all the following requirements:
- Recreational vehicles or portable camping units shall be parked only on sites that have been verified as complying with plans approved by Wyandot County Public Health.
- Fires are permitted at your campsites. Recreational vehicles or portable camping unit must comply with the following spacing requirements:
 - Not less than fifteen feet distance between the side of any recreational vehicle and the side of any other recreational vehicle or portable camping units located on an adjacent site.
 - Not less than ten feet distance between the ends of any recreational vehicle and any other recreational vehicle or portable camping units located on an adjacent site.
 - Recreational vehicles and/or portable camping units located on the same site shall maintain a distance of at least five feet between all the units.
 - Not less than ten feet distance between portable camping units located on adjacent sites.
 - Each recreational vehicle or portable camping unit in a campground shall be AT LEAST 15 feet away from any building, public roadway, street, alley, and or any right-of-way designated for vehicular traffic as specified by the Ohio department of transportation and at least seven and one-half feet distance from a property line.
 - If allowing pets, you must maintain a log of all dogs on the property. Collect identifiable information of the dog including breed, color, sex, and the site it is staying on. The owner's name, address, and phone number are also needed.
 - If providing a water hookup, hoses should be approved for drinking water. No garden hoses.
- The licensee shall be responsible for maintaining site boundaries, the proper placement of the recreational vehicles or portable camping units and shall ensure that the occupancy of the campground does not exceed its licensed capacity.
- The density requirements for temporary campgrounds, where open fires are prohibited by the operator, shall be determined by the licensor. The licensor shall request and consider recommendations from the local fire authority with jurisdiction.

Appendix 1

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 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 <input type="checkbox"/> Public PWS <input type="checkbox"/> Private <input type="checkbox"/> N/A PWS name:		Type of Sewerage System <input type="checkbox"/> Municipal <input type="checkbox"/> Dump Station(s) <input type="checkbox"/> Septage Hauler <input type="checkbox"/> On-site <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
Fires permitted on campsites? <input type="checkbox"/> Yes <input type="checkbox"/> No	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:

(Licensor to complete: either pre-printed, or with a label or stamp)	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.

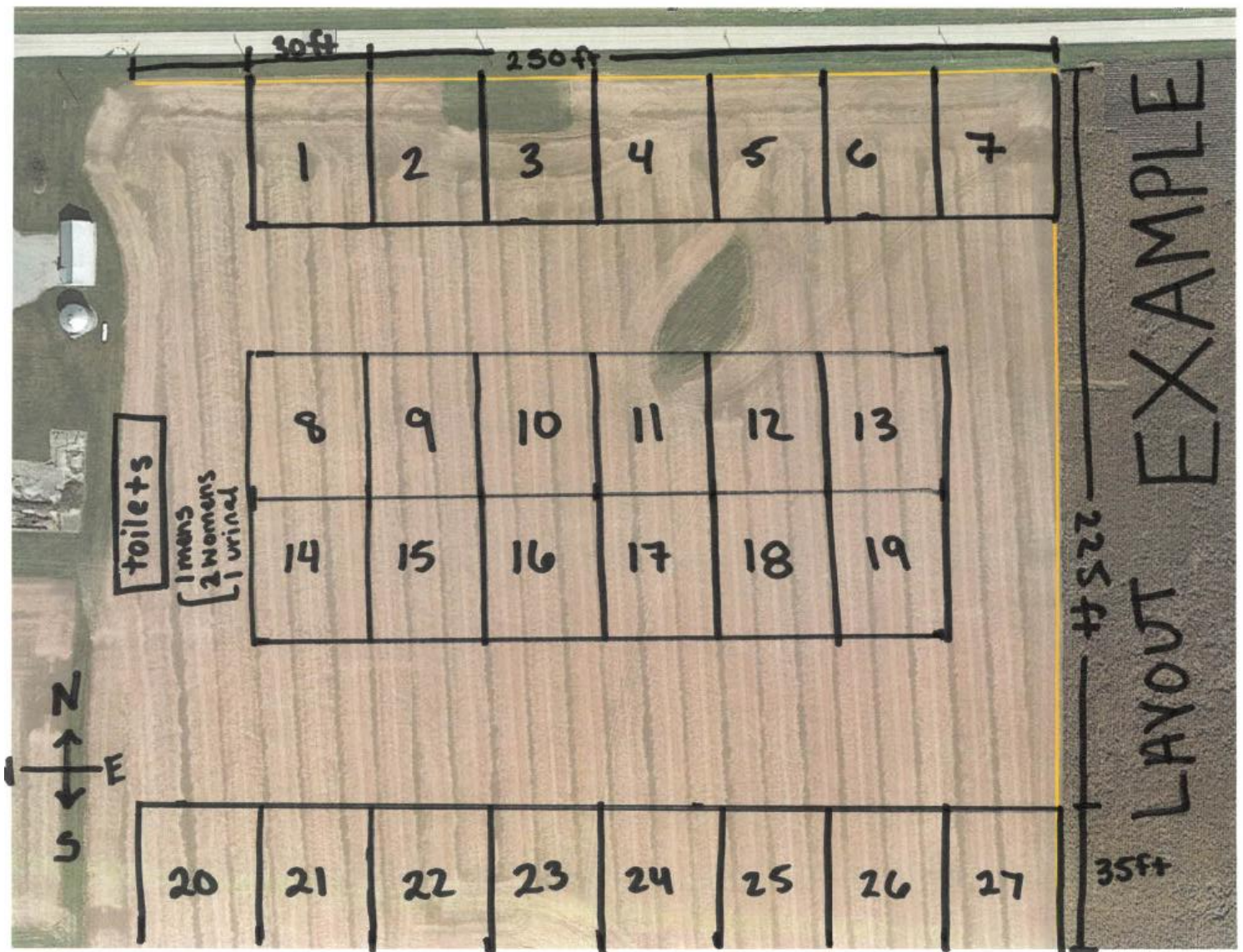
*Reproductions from other documents are acceptable if legible. Drawings should be scale.

Note - the applicant assumes responsibility for obtaining any permits that may apply to the construction and/or development of this temporary campground.

Appendix 2

Proposed Layout Example

*Created using Google Earth



Check the following:

- Site sizes are clearly marked (our example uses the recommended 30ft by 35 ft. size)
- Toilet location and numbers are clearly marked.
- Designate one site as the location of the site manager for the entirety of the event.
- All of the sites are accessible by a drivable pathway that can fit an ambulance, we started with 30 foot pathways and made them a little larger based on the space available.

Appendix 3

Vicinity Map Example

*Created using Google Maps screen capture



Check the following:

- All access roads to the site are visible.
- The roadway names are visible.
- List the closest address to the lot. Include directions from that address to the lot you will be using.

Appendix 4

Rules Example

1. Traffic control;
 - Maximum vehicle speed within the park area is 10 MPH. No parking permitted on established roadways within park so that clear access is maintained for emergency vehicles.
 - All recreational vehicles must be parked maintain at least 15 feet side to side spacing between units, including slide-outs, and 10 feet end to end or end to side.
2. No excessive noise is permitted within park after 10:00 PM
3. All fires must be contained in fire rings and are only permitted in established areas.
4. No fireworks permitted within park. No use of firearms permitted within park.
5. All water hoses used for human consumption in a temporary park-camp must be rated for potable water use only.
6. All solid waste be placed in appropriate containers with tight fitting lids.
7. All sewage and graywater must be contained within each vehicle and/or properly disposed to prevent potential nuisances.
8. All pets must be registered with the campground manager upon arrival. All pets must be leashed and are not permitted to run at large within the campground. Owners must immediately clean up after pets.

Appendix 5

Fire Authority Letter Example

Dear [Fire Authority],

I plan to have a temporary campground park at [campsite address] on the dates of [dates of event]. There will be [##] lots at the temporary campground during this event.

Attached is a copy of the plans for the layout of the campsites. Please review the plans and provide a letter of approval to [your address or email address].

Thank you for your consideration,
[Signature]

[Your Name]

[Your Address]

[Your phone number]

[Your Email]

Appendix 6

Fire Authority Contact Information

Upper Sandusky Fire Department

Phone: 419-294-3322

Address: 120 N. 7th Street, Upper Sandusky, OH, 43351

Harpster Fire Department

Phone: 740-496-2735

Address: 7276 Wyandot Street, Harpster, OH 43323

Sycamore Volunteer Fire Department

Phone: 419-927-2900

Address: 106 E 7th Street, Sycamore, OH 44882

Carey Village Fire Department

Phone: 419-396-7400

Address: 127 N. Vance Street, Carey, OH 43316

Wyandot East Fire District

Phone: 740-482-2475

Address: 200 Grant Street, Nevada, OH 44849

Forest Fire Department

Phone: 419-273-2520

Address: 211 W. Lima Street, Forest, OH 45843