This form is to aid any person interested in applying for licensing of a temporary park-camp (campground) in Ross County. The following information is intended to guide an individual through the licensing process and inform them of the limitations and restrictions associated with a temporary park-camp.

**Limitations and submittal deadlines for Temporary Park-Camp Licensing**

1. Temporary park-camps can only be licensed for 21 days per year at any single location.
2. Temporary park-camp license is valid for a maximum of 7 consecutive days per license issued.
3. Plans for a temporary park-camp must be submitted 15 days before opening to allow time for review.
4. An application for a temporary park-camp must be submitted 7 days prior to opening.

**Submit the following items:** (all of the items listed below must be submitted 15 days before the proposed opening of the temporary park-camp)

1. Application for Temporary Park-Camp
2. Pay the license fee of $__________ payable to “Ross County Health District”
3. Vicinity Map
4. Layout of temporary park-camp.
5. Written verification by the fire protection authority that ensures the temporary park-camp has adequate fire protection and that all applicable fire codes shall be adhered to in the construction and operation of the temporary park-camp.
6. Written verification from the local law authority that the park-camp will have adequate response from law enforcement.
7. Any additional paperwork that would identify the sewage hauler who will provide portable restrooms and grey water facilities (if applicable – black water dump stations for sites with 100 sites or over). Also include identification of the solid waste hauler that is contracted for the event.
8. A description of how an emergency phone will be readily available 24 hours a day for the duration of the temporary park-camp.
9. Rules which include but not limited to the following: Traffic control; 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, pet control, etc. Rules must be posted at conspicuous locations throughout the campgrounds.
10. If applicable, wells used for potable water must be tested for coliform bacteria once per year. Evidence of this test must be attached with the application as proof that the well meets required standards for potable water.
Submit the following information on attending food vendors: (all of the items listed below must be submitted 10 days before the proposed opening of the temporary park-camp)

1. A list of food vendors.

2. Any **temporary food service operation** on the premises of a temporary park-camp must have the following forms completed and required items present for inspection at the same day and time as the temporary park-camp inspection: (Remember, a temporary food license is only valid for a maximum of five consecutive days and is billed on a per day basis.)
   a.) Submit an application for a temporary food service license with payment 10 days prior to opening inspection of temporary park-camp.
   b.) All of the following temporary food service items must be present and set up before the opening inspection of the temporary park-camp.
      - Calibrated small diameter thermometer (Temp. range from 0°F to 212°F)
      - Ability to wash hands under running water at least 100°F or above
      - Cleanser (Hand wash)
      - Single use towels (Hand wash)
      - A three compartment sink or tubs for wash, rinse and sanitizing of utensils. Wash water must be at least 120°F and sanitizer water must be 120°F.
      - Sanitizer
      - Sanitizer test strips
      - Single use gloves
      - Hair restraints
      - Backflow prevention ASSE 1024 for any connection to potable water supply. Food grade hoses **must** be used for delivery of potable water to temporary food service.
Campground Vicinity Map must include the following information:
1. Locate the Temporary Park-Camp on a digital map and print the map out on an 8.5” x 11” sheet of paper.
2. Label the location with the name and address of Temporary Park-Camp.
3. Include travel directions from an intersection with a major highway or from a city that is listed on a travel map.

Campground Layout must include the following information:
1. Name, address, and max density—total number of camping units that can fit on the entire temporary park-camp. (see “Density and spacing of camp sites” for guidelines used to calculate density)
2. Include the description of fire protection used in the legend and identify location of fire protection on the layout.
3. General dimensions of sites, and location of all sites.
4. Number denoting each site. Minimum of 1000 Square feet per site.
5. The location of all permanent buildings; temporary buildings (i.e. tents); lights; toilet facilities; trash collection facilities; gray water facilities which are used for dumping water used for washing and etc.; black water facilities also called dump stations used for dumping sewage (required for temporary park-camps with 100 sites or over); emergency phone; fire protection and emergency first aid station locations.
6. Description of gray water facilities.
7. The method for storing and disposal of solid waste (garbage). Identify the business that will haul waste from the temporary park-camp.
8. Location and details of lighting and electrical systems. Lighting details can be given in the legend of the temporary park-camp layout. Lighting should, at least, be used at toilet facilities, first aid kit location and fire protection if allowed by fire protection authority.
9. Details of sewage treatment system, if applicable.
10. Details of the water supply system, if applicable.
Density and spacing of camp sites. (Guidance for temp. park-camp layout)

1. Sites/lots should be at least 1000SF in size
2. Sites/lots shall have no more than one RV and two tents or
3. Sites/lots shall have no more than three tents also known as portable units.
4. Each site/lot shall have individual direct access to a road or trail
5. At least 15 feet between any side of an RV and another camping unit on an adjacent site.
6. At least 10 feet between any end of an RV and another camping unit on an adjacent site.
7. At least 10 feet between any camping unit and another camping unit on an adjacent site.
8. At least 5 feet between any camping unit and another camping unit on the same site.
9. At least 15 feet between any camping unit and any building, roadway, street, or alley.
10. At least 7.5 feet between any camping unit and the park-camp property line.

Example of camping units spaced according to density distance restrictions:
Refer the chart below for required numbers of toilet facilities for a temporary park-camp (Guidance for temp. park-camp layout)

<table>
<thead>
<tr>
<th>CAMP SITES</th>
<th>MEN – URINALS *</th>
<th>MEN - TOILETS</th>
<th>WOMEN - TOILETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-15</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>16-30</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>31-60</td>
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<td>2</td>
<td>3</td>
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<td>61-90</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>91-120</td>
<td>2</td>
<td>3</td>
<td>5</td>
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<tr>
<td>121-150</td>
<td>3</td>
<td>3</td>
<td>6</td>
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<tr>
<td>151-200</td>
<td>4</td>
<td>4</td>
<td>8</td>
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<td>201-300</td>
<td>5</td>
<td>5</td>
<td>10</td>
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<tr>
<td>301-400</td>
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<td>6</td>
<td>12</td>
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<tr>
<td>401-500</td>
<td>7</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>501+</td>
<td>Add 1 Per 200</td>
<td>Add 1 Per 200</td>
<td>Add 2 Per 200</td>
</tr>
</tbody>
</table>

* A toilet can be used in place of a urinal

The following items will need to be present on site for the opening inspection.

1. All facilities labeled on the layout must be in place at time of opening inspection including the following:
   a.) Labeled sites
   b.) Toilet facilities
   c.) Grey water facilities
   d.) Black water facilities, if applicable
   e.) Area lighting
   f.) Emergency phone with posted sign indicating location or directions to the emergency phone. At the location of the emergency phone the following numbers shall be listed for reference: sheriff, fire authority and EMT numbers listed
   g.) Firefighting equipment
   h.) Rules shall be conspicuously posted.
   i.) If applicable, playground equipment will be inspected for safety.
   j.) If applicable, protection of potable water available on site. Water sources must be protected from back flow by attaching ASSE 1024 dual check valve backflow prevention. Only hoses rated for potable water use can be attached to the potable water source.

2. Injury report form shall be readily available for reporting any injuries that occur on the temporary park-camp.

3. Animal registration form shall be readily available for registration of animals at the temporary park-camp, if applicable.

All construction and operation of a temporary park / camp must be compliant to 3701-26 of the Ohio Administrative Code. Contact the Ross County Health District at 740-775-1158 for any questions.
EXAMPLE RULES

1. Parent or supervisor is responsible for actions and safety of child
2. Speed limit 10 m.p.h
3. Quiet time 11:00PM to 8:00AM
4. No intoxicating beverages allowed around pond and game room.
5. Changing of sites not permitted without first checking with office
6. All garbage to be disposed of in proper containers
7. Only highway approved motorcycles ridden in a safe and courteous manner will be permitted (No Speeding)
8. No washing of cars or campers
9. Pets not permitted to run loose because of distraction and inconvenience to other campers.
10. No swimming or fishing without a pass. Swimming hours are from 8:00AM to 9:00PM. Fishing hours are from 8:00AM to 11:00PM.
11. No children are allowed in game room or pond area unless accompanied by an adult.
12. Check out time is 12PM. If staying beyond this time please notify office.
13. Fire rings are not to be moved or fires built outside of them.
14. Any person caught using accessories not paid for or breaking the rules will be asked to leave immediately without a refund.
15. Management will not be held liable for damage due to fire or theft.
Travel Instructions: Recommended traveling instructions begin at a major intersection, small city or major highway.
<table>
<thead>
<tr>
<th>Location</th>
<th>Date and Time</th>
<th>Name of Victim</th>
<th>Age</th>
<th>Description of Accident and Injuries</th>
<th>First Aid Treatment</th>
<th>Medical Authority Contacted</th>
</tr>
</thead>
</table>

**INJURY REPORT**

RV Park, Recreation Camp, Combined Park-Camp, Resident Camp, Day Camp

**HEALTH DISTRICT**

**OHIO DEPARTMENT OF HEALTH**
<table>
<thead>
<tr>
<th>Animal Owner:</th>
<th>Camp Site Number</th>
<th>Animal Type</th>
<th>Dates of Stay</th>
<th>Last Lodging Site</th>
<th>Next Destination</th>
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<tbody>
<tr>
<td>Name</td>
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<td></td>
</tr>
<tr>
<td>Home Address</td>
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</tr>
<tr>
<td>Home phone</td>
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</tbody>
</table>

CAMP OPERATORS MUST NOTIFY THE HEALTH DISTRICT ABOVE IMMEDIATELY OF ANY HUMANS HITTEN BY ANIMALS

Ohio Department of Health - Division of Sanitation

2425.32