



Site Plan Application for Temporary Campgrounds

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*3701-26-05(C)(10) Plans for temporary campgrounds shall be submitted to the licensor for review and approval **at least fifteen days prior to the opening of the temporary campground.***

1. Total number of campsites to be provided for the event: _____
2. Provide a cell phone number, if applicable, of a person-in-charge who can be reached during the event, or immediately prior to the event: _____
3. Explain how you will provide for collection and removal of solid waste during the event: _____

Number of trash receptacles to be provided: _____

Solid Waste Hauler / Contractor: _____

4. What will the water source be for the event: _____
If private well, has the water been tested for safety? ☐ yes ☐ no

5. Explain how you will provide for sewage and gray water collection and disposal: _____

Number of portable toilets to be provided (if applicable): _____

Septage Hauler / Contractor: _____

Do you have a written service agreement? ☐ yes ☐ no

How often will the septage hauler visit the event for waste removal? _____

6. Explain how you will identify the boundaries of each campsite: _____

Rules require 1,000 sq. ft. per site.

7. Will there be a fire extinguisher present? ☐ yes ☐ no

Will there be a first aid kit available? ☐ yes ☐ no

What are the components of your first aid kit? _____

Have you notified local first responders of the event, in case they need to respond? _____

*Rules require a written statement from the fire authority that has jurisdiction in the event area that they can provide fire protection. **Please provide along with this application.***

8. Complete the form titled "Temporary Campground, Application for Plan Review and License to Operate". Please provide the applicable license fee shown at the bottom right hand corner of the form.

9. Please make a sketch of the entire site, showing generally where campsites are located in relation to portable toilets, restrooms (if applicable), shower facilities (if applicable), trash receptacles. You do not need to show each separate campsite, but can show in blocks of sites.

****NEW****

Signage: An emergency phone must be available with signage indicating where the emergency phone is located and emergency numbers (such as 911). The instructions should be clear to indicate any dialing instructions (such as dial 1 then 911) and directions to the phone (such as, located in the main office). The phone also must be connected to a power source. Also, the signage for the campground phone has to include the name and address of the campground.

First Aid Kits: First aid kits are required and should be accessible and visible. If not visible, there should be signage visible indicating where the first aid kit is located.