

***PLAN REVIEW GUIDANCE PACKET FOR  
A TEMPORARY PARK-CAMP***

Submit All Plans And  
Related Documents with ***\$250.00***  
License Fee To The  
Greene County Combined Health District

**GCCHD**

Greene County Combined Health District  
360 Wilson Drive  
Xenia, OH 45385  
(937) 374-5600

**CONTENTS AND FORMAT REQUIREMENTS**  
**OF PLANS AND SPECIFICATIONS**  
**FOR TEMPORARY PARK-CAMPS**

No person shall construct, operate, substantially alter or expand a temporary park-camp until the proposed location of the park or camp has been evaluated by the Greene County Combined Health District.

**NOTE:** Temporary park-camps **cannot** operate more than 7 consecutive days, and shall not exceed a total of 21 days per calendar year.

Camps are exempt from licensure if there are 5 or fewer RV units, portable camping units, dependant RV units **or** any combination thereof.

1. Plans for a temporary park-camp shall be submitted to the Health District for review and approval at least **15 days** prior to the opening of the temporary park-camp.
2. If a temporary park or camp has **not** been inspected before, a site evaluation by the Health District is required.
3. The following must be submitted to the Health District for review:
  - (a) A copy of the Site Evaluation form performed by the Health District (if required);
  - (b) Written verification by the fire protection authority or authorities that have jurisdiction in the area detailing the following:
    - The park or camp has adequate fire protection,
    - The method and layout of fire protection, and
    - That applicable fire codes are met concerning the construction and operation of the park or camp.
  - (c) **Two (2) copies** of the plans must be submitted to the Health District that includes the following:
    - The name and address of the proposed licensee and a letter of transmittal requesting the review;
    - A vicinity map, including the location and legal description of the park or camp and travel instructions for locating the park or camp;
    - The area, dimensions and elevations of the tract of land;
    - The number, location and size of all sites;
    - The location and materials of all roadways and walkways;
    - The location of all permanent buildings, sanitary facilities and other proposed structures (if applicable);
    - Details and specifications of the potable water supply system (if applicable);
    - Details and specifications of the sewage collection and treatment system (if applicable);
    - Details and specifications of the gray water disposal facilities (if applicable);
    - The location and details of the lighting and electrical systems (if applicable); and,
    - The method of storage and collection of solid wastes.

4. The person who wishes to operate a temporary park or camp, which has obtained plan approval, must complete the attached Ohio Department of Health Application for License to Operate a Temporary Park-Camp [form #HEA 5336 (3/10)] and **\$250.00** license fee. Arrange with the Health District an inspection date so an inspection can be performed to issue the license *prior to* the opening of the temporary park or camp.