

Temporary Campground Ordinance #2011-09

This Ordinance establishes a general permit for temporary campgrounds in Hendricks County by prescribing the policies, procedures, and technical criteria to operate under the requirements of a general permit. This rule establishes the requirements and procedures for submitting a Notice of Intent (NOI) letter under this Ordinance. Compliance with all requirements of applicable general permit rules will replace the Hendricks County individual temporary campground permit issued under previous Hendricks County Ordinance.

This Ordinance regulates temporary campgrounds where ten (10) or more campsites are operated not more than ten (10) consecutive days per event and not more than thirty (30) days a calendar year, and providing for incorporation selected portions of the following Indiana State Department of Health Rules: 410 IAC 6-7.1 Campgrounds; 410 IAC 6-12, 410IAC 6-10, Bulletin S.E. 11, Bulletin S.E. 13; 327IAC 8, 675 IAC 16, 312 IAC 13 and IC 13-18-12.

Whereas, the Hendricks County Commissioners find it necessary to regulate camping in Hendricks County, in order to protect the health and welfare of the citizens of Hendricks County from the unsanitary conditions of temporary camping activities.

Whereas, State Campground requirements define temporary campgrounds as under the jurisdiction of local health officers:

SECTION I. DEFINITIONS

Campground – means an area or tract of land where campsites are leased or rented and where provisions are made for ten (10) or more tents, recreational vehicles, park models, or vacation mobile homes. A campground is established, operated, and maintained for recreational, health, education, sectarian, business, or tourist activities away from established residences. The term, as used in this rule, does not include primitive campgrounds, youth camps, or tracts of land divided into individually deeded lots.

Campsite – means an individual camping space set aside in a campground for a tent, recreational vehicle, or vacation mobile home.

Department – means an authorized representative of the Hendricks County Health Department.

Health Officer – means the Health Officer of Hendricks County in Indiana, or the authorized representative thereof, and shall have the same meaning as local health officer in Indiana Code IC 16-18-2-212 and IC 16-20.

Notice of Intent (NOI) - written information provided to the Hendricks County Health Department prior to operation of a temporary campground.

Person – means any individual, firm, partnership, company, corporation, trustee, association, municipality, county, authority, estate, or public or private entity owning, conducting, controlling, managing, or operating a campground.

Primitive campground – means an area or tract of land without water supply systems, electricity, or toilets and having no vehicular access.

Public water supply – means water supplied by a utility, municipality, conservancy district, regional water district, rural water corporation, or not-for-profit water corporation.

Recreational Vehicle – means a travel trailer, park model, collapsible trailer, truck-mounted camper, or motor home.

Temporary campground – means a campground operated not more than ten (10) consecutive days per event and not more than thirty (30) days a calendar year.

Youth camp – means any area or tract of land established, operated, or maintained to provide more than seventy-two (72) continuous hours of outdoor group living experiences away from established residences for educational, recreational, sectarian, or health purposes to ten (10) or more children who are under eighteen (18) years of age and not accompanied by a parent or guardian. Youth camps are under the jurisdiction of the Indiana State Department of Health.

SECTION II PLAN REVIEW

All public campgrounds that are hereafter constructed, altered, or repaired shall conform to the applicable requirements of the Indiana State Department of Health and the Hendricks County Health Department. Properly prepared plans and specifications shall be submitted to and approved by the Hendricks County Health Department, in writing, before starting any construction work. Any new or remodeled temporary campground must submit an application on forms provided by the Hendricks County Health Department at least ninety (90) days prior to scheduling the work and at least forty-five (45) days prior to the first pre-opening compliance inspection.

SECTION III MINIMUM SANITATION REQUIREMENTS FOR CAMPGROUNDS

A. General Requirements:

1. A temporary campground may not operate for more than ten (10) consecutive days.
2. A temporary campground may not operate for more than thirty (30) days in one calendar year. Any campground operating for more than thirty (30) days in one calendar year is subject to regulation and inspection by the Indiana State Department of Health under 410 IAC 6-7.1.
3. All campsites shall be on a level or gently sloping land, and
4. All campsites shall be located at least 65 feet from the centerline of all state and county roads, and
5. An adequate area, of not less than 200 square feet, shall be provided for each campsite, and
6. No more than 250 campsites are permitted in a temporary campground.

B. Notice of Intent Requirements

Any person subject to the requirements of this Ordinance shall:

1. Submit a NOI letter that complies with this Ordinance, on a form provided by the Hendricks County Health Officer.

2. The property owner or other person responsible for the operation of the Temporary Campground must submit a NOI letter to the Health Officer at least eighteen (18) days prior to operating a Temporary Campground in Hendricks County.
3. Unless otherwise specified under an applicable general permit rule, the NOI letter shall be sent to the following address:
Hendricks County Health Department, 355 South Washington Street, #210 Danville, IN 46122
4. The NOI letter shall include the following:
 - a. Name, mailing address, and location of the campground for which the notification is submitted.
 - b. The person's name, address, telephone number, e-mail address (if available), ownership status, and status as federal, state, private, public, or other entity.
 - c. Dates of proposed operation of the Temporary Campground event.
 - d. A description and drawing of how the campground complies with the applicability requirements of this Ordinance, and a site plan showing the proposed layout of the campsites including the location of the sanitary facilities and the water supply. The site plan shall include a measured map of buildings, camp sites, water supplies, dump station(s), utility connections, and common areas.
 - e. When wells not otherwise regulated are used as the source of water, a current satisfactory bacteriological water result must be presented to the Hendricks County Health Department.
 - f. A written contract with a licensed solid waste disposal provider from pickup to disposal.
 - g. A written contract with a licensed waste hauler, if holding tanks or privies are utilized.
 - h. Any additional information required by the Hendricks County Health Officer.
 - i. The NOI letter must be signed by the owner or the responsible person in charge.

C. Water Supply

1. Campgrounds shall be provided with an adequate and convenient supply of potable water that meets 327 IAC 8.
2. Wells shall be constructed, installed, and located in accordance 327 IAC 8 and 312 IAC 13. Campground shall exclusively use a public water supply if public water is available within a reasonable distance. If a public water supply is not available, a campground shall have water supplied from a well that complies with the requirements of 327 IAC 8.
3. The campground water supply shall have capacity to meet total daily water demands. If a well or pump cannot meet peak or daily water demand, campgrounds shall be provided with sufficient usable storage capacity to meet the demand.
4. Each campground shall provide one (1) or more accessible water stations of an approved design.
5. Water stations and sanitary dumping stations shall be a minimum of fifty (50) feet apart.
6. A water station having an inside or outside threaded faucet shall have a pressure vacuum breaker installed to protect against back-flow.
7. Stop-and-waste valves or yard hydrants that would allow aspiration or backflow of contaminated water into the potable water system shall not be used.
8. All water sample results must be submitted to the Hendricks County Health Department.
9. There shall be no direct physical connection between the campground potable water supply system and any non-potable water supply system.

D. Sewage Disposal

1. All sewage generated by a campground, including gray water, shall be disposed of via a connection to a public sewer if available within a reasonable distance from the campground. If a public sewer is not available within a reasonable distance, sewage disposal must comply with 410 IAC 6-12, 410 IAC 6-10, Bulletin S.E. 11, Bulletin S.E. 13, or applicable rules of the Hendricks County Health Department and the Indiana Department of Environmental Management and the Indiana State Department of Health.
2. If individual sewer connections are provided for recreational vehicles, these connections shall meet the following minimum requirements:
 - a. Each individual sewer riser shall be at least four (4) inches in diameter.
 - b. Each individual sewer connection shall be tightly capped when a recreational vehicle is not connected.
 - c. The rim of the riser pipe shall extend four (4) inches above the ground, and surface drainage shall be diverted away from the riser.
3. Only wastewater management businesses licensed pursuant to IC 13-18-12 shall clean campground privies and portable toilets of waste. Privies must be pumped when the accumulated waste is within eighteen (18) inches of the privy floor.

E. Sanitary Dumping Station

1. All campgrounds where recreational vehicles are allowed, except those having only campsites with individual water and sewer connections, shall have at least one (1) sanitary dumping station or the campground owner shall make available an alternative off site dumping station approved by the Hendricks County Health Department, and the details of which are provided in the NOI.
2. If provided, each sanitary dumping station must be equipped with the following:
 - a. A four (4) inch sewer riser pipe with a self-closing hinged cover or other tight-fitting closure.
 - b. A concrete apron at least three (3) feet in diameter and sloped to drain the area surrounding the inlet of the riser pipe.
 - c. A water outlet for sanitary maintenance of the station.
 - d. A sign located at the water outlet which states that the water is not for drinking, but for flushing and cleaning holding tanks and the dump station area.
 - e. A vacuum breaker properly installed on the water supply
3. Sanitary dumping stations utilizing holding tanks shall be capable of receiving a sewage flow of at least sixty (60) gallons per day for each dependent campsite served.

F. Campground Sanitary Facilities

1. A campground with campsites without individual sewer connections shall have flush toilets, sanitary vault privies, or portable toilets, in the following ratios:
2. Number of Dependent Campsites to Toilet Facilities

	Urinals*Men	Women	Men
1-15	1	1	0
16-30	1	2	1
31-45	2	3	1
46-60	2	4	2
61-100	3	5	2

*Toilets may be substituted for the required number of urinals on a one-for-one basis.

sanitary vault privy, or portable toilet for each sex in the ratio of one (1) per thirty (30) dependent campsites and one (1) urinal for each one hundred (100) additional campsites.

3. The entrance to a sanitary facility shall have a sign to designate which sex may use the facility. Solid walls extending from floor to ceiling shall separate facilities for each sex located in the same building.
4. For all common use rooms that contain sanitary or laundry facilities, excluding sanitary vault privies and portable toilets, the following minimum requirements shall apply:
 - a. Floors, walls, and partitions around showers, lavatories, and other plumbing fixtures shall be smooth, nonabsorbent, and easily cleanable.
 - b. Bathing and hand washing facilities shall have hot and cold water under pressure. Bathing facilities shall have an approved, properly operating automatic temperature control valve. The valve must control the water temperature at the point of use so it will not exceed one hundred twenty (120) degrees Fahrenheit.
 - c. Exterior openings shall be screened utilizing screening of not less than sixteen (16) mesh.
 - d. Entrances to toilet and bathing facilities shall have self-closing doors.
 - e. Toilet and bathing facilities shall be configured to prevent viewing of the interior through the entrance door.
 - f. Light fixtures shall have guards or shields to prevent shattering.
5. Campground plumbing fixtures shall comply with 675 IAC 16.
6. Privies shall be constructed and maintained in compliance with Bulletin S.E. 11.
7. Campground sanitary facilities shall be:
 - a. maintained in a clean condition and in good repair;
 - b. properly lighted; and
 - c. ventilated

G. Refuse Collection and Disposal

1. The campground owner and/or operator shall be responsible for satisfactory storage, collection and disposal of all solid waste, garbage, and refuse.

2. Refuse, including garbage, shall be collected, stored, and disposed of properly so the campground is clean and litter free. Refuse shall not accumulate in a manner that could:
 - a. Result in rodent harborage or promote insect breeding; or
 - b. Cause a fire, safety, or health hazard.
3. Each dumpster in a campground shall be covered with a tight-fitting lid.
4. Garbage and refuse collection and disposal shall occur at least once a week or more often when necessary.
5. Community dumpsters shall be at least twenty-five (25) feet from any campsite.

H. Emergency equipment and services

1. Telephone service shall be made available to all campers, and access shall be provided at all times to such service for emergency use.
2. A register containing the name and home address of the campsite occupant and the dates of arrival and departure must be maintained and available for inspection by the department or the local health officer.

SECTION IV RIGHT OF ENTRY

- A. The department or the local health officer may enter public or private property at reasonable times and, upon presentation of credentials, to do any of the following:
 1. Inspect facilities, equipment, or records.
 2. Investigate allegations, conduct tests, or collect samples.
 3. Obtain information necessary to the issuance of a permit pursuant to this rule.
 4. Determine whether any person is subject to, or in violation of, this rule or a permit issued pursuant to this rule.

SECTION V INSPECTION FEES

- A. An inspection fee, of the amount specified in the Hendricks County Board of Health Ordinance for Collection of Fees, shall be paid to the Hendricks County Health Department if an inspection of a temporary campground results in verification of a violation of this Ordinance or of applicable State law.
- B. Payment of such fee is due within 30 days of invoice by the Hendricks County Health Department.
- C. Any campground where outstanding or unpaid fees or penalties are due is in violation of this Ordinance.

SECTION VI COMPLIANCE AND ENFORCEMENT

- A. A temporary campground in violation of this Ordinance may not operate in Hendricks County.
- B. Violators of the Ordinance shall be served a written initial notice of violation, whether in person or by any other manner reasonably decided to result in actual notice, including certified mail. Such order shall state the violation, order the abatement of the violation, and provide a reasonable time for abatement.
- C. If the violation is not satisfactorily abated within the specified time, a notice regarding operation without a permit shall be served in the same manner as specified for initial notices, and the matter shall be referred to the attorney for the Hendricks County Health Department or the county prosecutor for appropriate legal action as specified *in Section VII* of this Ordinance.

SECTION VII ENFORCEMENT AND PENALTIES

- A. In addition to the foregoing, civil penalties, which may include injunctive relief, may be imposed under Indiana law on any person who violates any provision of this Ordinance.
- B. The department may commence an action under IC16-20-1-25, IC16-20-1-26 and IC 4-21.5-3-6, or IC 4-21.5-3-8 against a campground operator who:
 - 1. fails to comply with this rule; or
 - 2. interferes with or obstructs the department or its designated agent in the performance of duties pursuant to this rule.
- C. Any person or persons who shall continue to violate any section of this Ordinance, beyond the time limit provided in the order, shall be cited for said violation in a court having jurisdiction. Upon conviction, by a court of competent jurisdiction, the violator or violators shall be punished by a fine of no more than two thousand five hundred dollars (\$2,500.00), plus court costs imposed. Each individual day that a violation is in existence may be deemed a separate offense.


SECTION VIII UNCONSTITUTIONALITY CLAUSE

Should any section, paragraph, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of said Ordinance shall not be affected thereby.

SECTION IX REPEAL AND DATE OF EFFECT

Passed and adopted by the Board of Commissioners of Hendricks County, State of Indiana, on this 26th date of April, 2011.

BOARD OF COMMISSIONERS


Eric L. Wathen


Phyllis A. Palmer


Robert L. Gentry

ATTEST:


Cinda Kattau

Hendricks County Auditor
