



Chisago County Department of Environmental Services
**Application for Temporary
Special Event Camping
Administrative Permit**

Fee Paid \$ _____

Property Owner Name and Mailing Address: _____

Applicant Name and Mailing Address (if not Owner) _____

Special Event: _____

Daytime Phone Number: _____ E-Mail Address: _____

Physical Address of Camping Site _____

Legal Description: _____
Township Section # Township# Range #

PID# _____ Access Road to Site: _____

Access Road Authority: County Township MnDOT

New Access Required? Yes No Upgrade Required? Yes No

(If you answer "yes" to the above question please attach a copy of the application you have made to appropriate road authority for approval of new access or access upgrade)

Permit or License Required: County MN Department of Health

(If more than four camping sites are to be offered, please attach to this document the approved MDH license or a copy of pending MDH license application)

Signature of Applicant **Date**
(If agent, print principal's name and sign as agent)

I, the above signed property owner and/or applicant for this permit hereby acknowledge that the validity of this permit is contingent upon my compliance with all relevant Chisago County Ordinances and Minnesota State Statutes. With this signature I hereby agree to indemnify and hold harmless Chisago County and all of its agents and assigns from any liability or other claims arising from approval of this permit.

List of Required Submittals For Temporary Overnight Camping Administrative Permit Application

1. **Completed Administrative Permit Application**
2. **Accompanying permit fee**
3. **Detailed narrative description of operating plan for camping including days and hours that access to site will be permitted**
4. **Detailed site plan (see attached sample) drawn to scale and showing:**
 - The entire parent parcel of land proposed to host parking/camping
 - Aerial photo depicting affected property and lands within one half mile
 - The access road which will serve the affected property
 - The number of camping sites proposed
 - A scaled representation of each camping space
5. **Water supply plan**
6. **Detailed description of sewage waste disposal plan**
7. **Detailed description of solid waste disposal plan**
8. **Emergency egress/severe weather plan**
9. **Copy of written approval issued by the regulating road authority**
10. **Copy of approved MDH license application (if applicable)**
11. **Copy of applicant's notice to responsible emergency medical personnel**
12. **Certificate of liability insurance, homeowners or otherwise with appropriate endorsements**
13. **Financial surety in an appropriate amount in favor of Chisago County**

Minnesota Department of Health Recreational Event Camping License Requirements

PLEASE NOTE: MDH license required in addition to County Administrative Permit for property owners hosting more than four camping units

Special Event Camping is regulated by MS Chapters [327.10](#), [327.11](#), and [327.14 to 327.28](#), and MN Rule 4630, and all such camping is subject to the following sections:

Subd. 8. Recreational camping area.

"Recreational camping area" means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of five or more tents or recreational camping vehicles free of charge or for compensation.

Subd. 9. Special event recreational camping area.

"Special event recreational camping area" means a recreational camping area which operates no more than two times annually and for no more than 14 consecutive days.

Subd. 4. Special event recreational camping areas.

Each special event camping area licensed under sections [327.10](#), [327.11](#), and [327.14 to 327.28](#) is subject to this section.

- (1) Recreational camping vehicles and tents, including attachments, must be separated from each other and other structures by at least seven feet.
- (2) A minimum area of 300 square feet per site must be provided and the total number of sites must not exceed one site for every 300 square feet of usable land area.
- (3) Each site must abut or face a driveway or clear unoccupied space of at least 16 feet in width, which space must have unobstructed access to a public roadway.
- (4) If no approved on-site water supply system is available, hauled water may be used, provided that persons using hauled water comply with Minnesota Rules, parts 4720.4000 to 4720.4600.
- (5) Non-buried sewer lines may be permitted provided they are of approved materials, watertight, and properly maintained.
- (6) If a sanitary dumping station is not provided on site, arrangements must be made with a licensed sewage pumper to service recreational camping vehicle holding tanks as needed.
- (7) Toilet facilities must be provided consisting of toilets connected to an approved sewage disposal system, portable toilets, or approved, properly constructed privies.
- (8) Toilets must be provided in the ratio of one toilet for each sex for each 150 sites.

- (9) Toilets must be not more than 400 feet from any site.
- (10) If a central building or buildings are provided with running water, then toilets and handwashing lavatories must be provided in the building or buildings that meet the requirements of this subdivision.
- (11) Showers, if provided, must be provided in the ratio of one shower for each sex for each 250 sites. Showerheads must be provided, where running water is available, for each camping event exceeding two nights.
- (12) Central toilet and shower buildings, if provided, must be constructed with adequate heating, ventilation, and lighting, and floors of impervious material sloped to drain. Walls must be of a washable material. Permanent facilities must meet the requirements of the Americans with Disabilities Act.
- (13) An adequate number of durable, covered, watertight containers must be provided for all garbage and refuse. Garbage and refuse must be collected as often as necessary to prevent nuisance conditions.
- (14) Campgrounds must be located in areas free of poison ivy or other noxious weeds considered detrimental to health. Sites must not be located in areas of tall grass or weeds and sites must be adequately drained.
- (15) Campsites for recreational vehicles may not be located on inclines of greater than eight percent grade or one inch drop per linear foot.
- (16) A responsible attendant or caretaker must be available on site at all times during the operation of any special event recreational camping area that has 50 or more sites.

State License Fees - Pursuant to MN Statute 327.15

Special event recreational camping areas.

- (a) The following fees are required for special event recreational camping areas licensed under this chapter.
- (b) All special event recreational camping areas shall pay an annual fee of \$150 plus \$1 for each licensed site.
- (c) A special event recreational camping area shall pay a late fee of \$360 for failing to obtain a license prior to operating.
- (d) The following fees must accompany a plan review application for initial construction of a special event recreational camping area:
 - (1) for initial construction of less than 25 special event recreational camping sites, \$375;
 - (2) for initial construction of 25 to 99 sites, \$400; and
 - (3) for initial construction of 100 or more sites, \$500.
- (e) The following fees must accompany a plan review application for expansion of a special event recreational camping area:
 - (1) for expansion of less than 25 sites, \$250;
 - (2) for expansion of 25 to 99 sites, \$300; and
 - (3) for expansion of 100 or more sites, \$450.

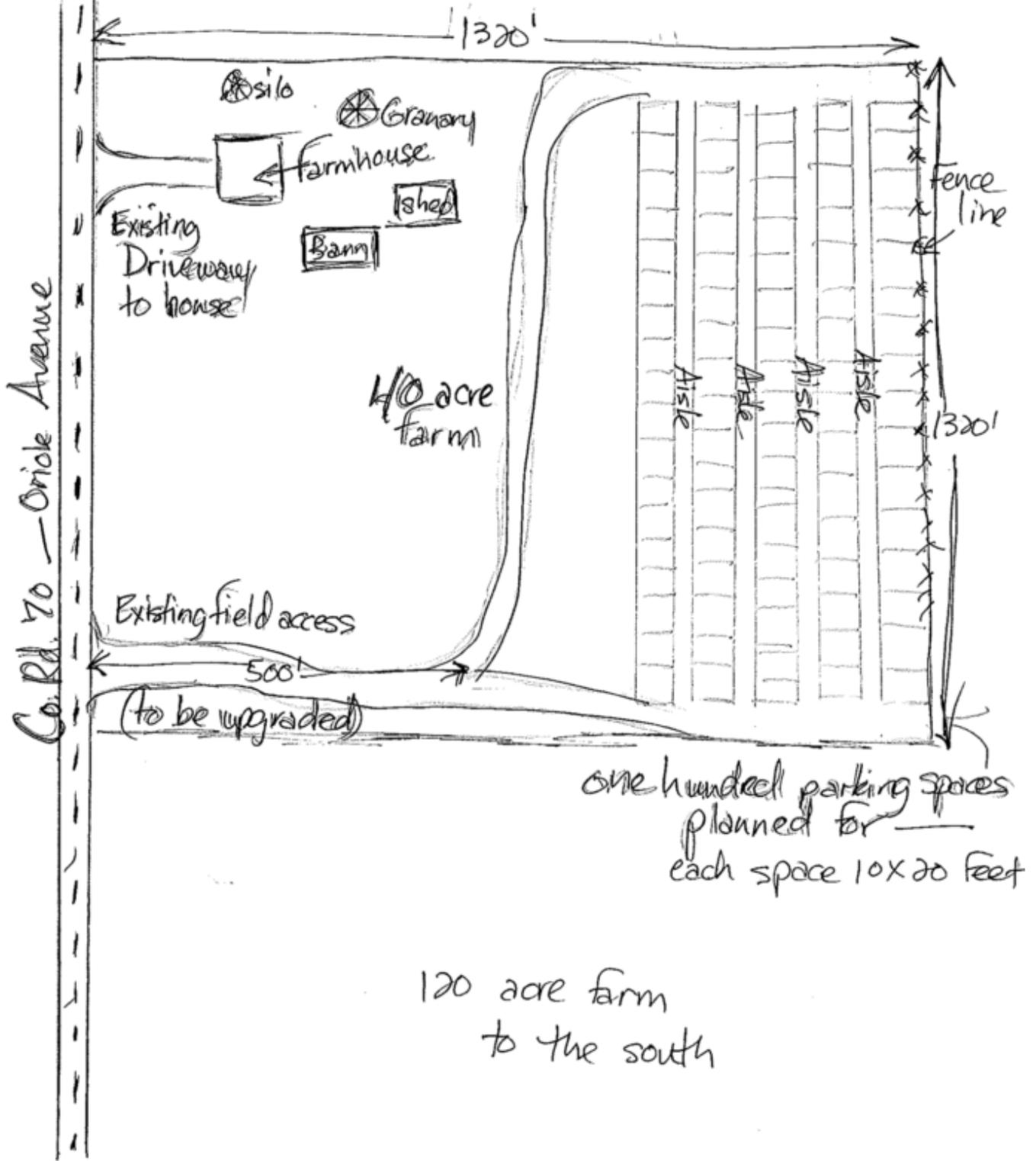
MN Department of Health contact:

Charles Dierker - 651-201-3982

charles.dierker@state.mn.us

North ↑

Sample Site Plan



120 acre farm
to the south