

2009

Cheyenne – Laramie County

Campground

Regulations



As Adopted by the Cheyenne – Laramie County Board of Health
October 2009

CHAPTER I
GENERAL PROVISIONS: AUTHORITY; APPLICABILITY; DEFINITIONS;
SEVERABILITY

Section 1. Authority.

Wyo. Stat. §§ 35-1-106, 35-1-303, 35-1-305, 35-4-201, 35-4-221, 35-4-222, and 35-4-224.

Section 2. Applicability.

- a. The following rules apply to any campground located in Laramie County, including any within any incorporated or unincorporated community.
- b. Any person maintaining, or offering for public or private use, any tract or parcel of land for temporary or permanent use must comply with these rules. This use means parking, either free of charge or by fee payment, of six (6) or more independent travel units or dependent travel units.
- c. Where city and/or county ordinances are in effect, the more stringent rule shall be followed.
- d. Where overnight camping is not approved, signs shall be posted in a clearly visible manner at intervals of no greater than fifty (50)' stating that "No Overnight Camping Allowed". These areas are to be monitored by the property owner and violators shall be reported to law enforcement for failure to comply.

Section 3. Definitions.

- a. "Approved" means acceptable to the health officer after his determination as to compliance with these rules.
- b. "Board of Health" means the regulatory board appointed by the Laramie County Commissioners and the Cheyenne City Council pursuant to Wyo. Stat. 35-1-301 *et seq.* The Board of Health is charged with governing the Cheyenne-Laramie County Health Department.
- c. "Campground" means an area available for overnight use by six (6) or more independent or dependent travel units.
- d. "Current inspection" means an inspection conducted within the last twelve (12) month period.
- e. "Dependent travel unit" means any conveyance designed to be used as a temporary or seasonal dwelling which does not have a flush toilet or shower. The unit may or may not contain a water tank. The unit's liquid wastes consist only of "gray water."

f. "Division" means the Division of Environmental Health, Cheyenne-Laramie County Health Department.

g. Flood zones are geographic areas that the FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area. A 100 year flood zone is an area with a 1% annual chance of flooding.

h. "Gray water" means the liquid waste not containing fecal or other body wastes.

i. "Health Officer" means the administrator of the Cheyenne-Laramie County Health Department, or his officially designated representative

j. "Independent travel unit" means any conveyance designed to be used as a temporary or seasonal dwelling which has a flush toilet or shower. The unit has a sewage storage tank.

k. "Operable phone" means access to an emergency telephone for emergency services either directly or indirectly by radio or other approved method.

l. "Person" means an individual, partnership, corporation, joint stock company or any other association or entity, public or private.

m. "Portable sanitary toilet" means a portable unit used as a toilet that can be pumped and cleaned to maintain the facility in a sanitary manner.

n. "Public water supply" means any water supply being distributed by ten or more service connections used to furnish water for human consumption either in preparing foods or beverages for inhabitants of residences or business establishments or as defined in W. S. 35-11-103 (c) (viii). The source, treatment, waste disposal, distribution system, service connections, finished water storage and pumping stations are part of a public water supply.

o. "Sanitary station" means a facility provided for the emptying of sewage storage tanks and the flushing of sewage from storage tank hoses in independent travel units.

p. "Self-contained" means that a toilet or sewage storage tank is an integral part of the unit. (See above).

q. "Service building" means a building housing separate toilet and shower facilities for men and women, as well as a clean-up sink.

r. "Sewage" means the liquid and water-borne wastes derived from the ordinary living processes, including but not limited to human wastes and gray water.

s. "Solid waste" means all putrescible and non-putrescible solid refuse except human body wastes. Solid wastes include, but are not limited to, garbage, rubbish and ashes.

t. "Substantial compliance" means that all requirements of Chapter III, Sections 1, 2, 3, 5 and 7 have been met.

Section 4. Severability.

a. If any provision of these rules or the application thereof to any person is held invalid, the invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application and to this end, the provisions of these rules are severable.

CHAPTER II
REQUIREMENTS FOR PLAN SUBMISSION; PERMIT APPLICATION AND
ISSUANCE; AREA INSPECTION

Section 1. Approval of Plans and Specifications.

a. A person shall not construct, expand or modify any campground in a manner which would alter compliance with these rules without a plan approval from the health officer.

(1) One copy of the complete plans and specifications shall be filed with the Division at least thirty (30) days prior to the proposed date for bid letting or the start of construction. The Division shall review all plans and specifications within thirty (30) days of receipt to determine if they are in compliance with these rules.

(2) The Division shall review the information and complete a review sheet.

(3) A copy of the review sheet shall be sent to the applicant

(4) If approved, a letter of approval shall be sent to the applicant or submitter.

(5) If not approved, all copies of the plans and specifications shall be returned to the applicant or submitter with a letter of disapproval stating the reasons for such disapproval.

b. No plan shall be considered complete unless all of the following are included:

(1) Name, address and telephone number of the applicant, and the same information of a property owner if different from the applicant.

(2) A scaled site plan drawing that shall detail the entire area of the proposed campground, or the area dimensions of the modifications or expansion of the existing development. All boundaries for the campground and each unit space shall be clearly delineated.

(3) The number, location, size and designated use of all unit spaces shall be clearly indicated on the site plan drawing.

(4) A profile of the proposed drainage shall be included in the drawing. This shall reflect proper grading and drainage to prevent insect breeding sources and to provide all-weather access to the park.

(5) The floor plan of the service building(s) shall show the number and location of toilets, urinals, showers or baths, lavatories, laundry facilities, service sinks, doors and windows. Details of surface finishes on walls, ceilings and floors shall be included.

(6) Details of sanitary stations, storage buildings, trash stations and other proposed structures shall be clearly delineated.

(7) All equipment or appurtenances shall be designated by number in a schedule on the drawing for easy identification and location.

(8) A description for each numbered item in the drawing shall accompany the submitted plan.

(9) If construction will differ from the submitted plan, additional information describing the differences shall be submitted for approval. The same procedure shall be followed as stated in subsection (a) of this section.

(10) Zoning Clearance through the Laramie County or City of Cheyenne Zoning Offices.

(11) Plan review and application form.

(12) Inspection fees as required by the Division.

c. Codes and Standards that shall be followed in all new design and construction, except the design and construction of sewage and water facilities, are:

(1) International Building Code or other building code as adopted by the local jurisdiction.

(2) National Electrical Code or other electrical code as adopted by the local jurisdiction.

(3) International Plumbing Code or other plumbing code as adopted by the local jurisdiction.

(4) Wyoming DEQ Water Quality Rules and Regulations for Public Water and Sewer Systems.

Section 2. Permit to Operate. Any person operating a campground in Laramie County shall possess a current, valid permit from the Division. The permit shall be available for public viewing. Permits are not transferable from one person to another person, or to a location different from the original location of issuance.

a. Any person desiring to operate a permanent or temporary campground shall complete a written application for a permit on a form provided by the Division. A temporary permit shall not exceed 15 days.

(1) Upon receipt of a completed application

(A) For existing facilities, the health officer shall determine if a current inspection of the applicant's facility has been conducted. If he determines that no current inspection has occurred, the health officer shall arrange for an inspection, or

(B) For new construction, the health officer shall arrange for an inspection to determine conformance with the plans and specifications previously submitted and approved, and to determine compliance with these rules.

b. If, upon inspection, the campground is found to be in compliance with all rules, including water sample results, if required, a permit shall be issued.

c. The permit for a permanent campground shall be effective for a period of one year from the date of issuance. A permit may be renewed for a subsequent one-year period upon submission of a renewal application and fees, and if all requirements set forth under these rules continue to be met. Failure to renew the permit shall result in the closure of the permanent campground.

Section 3. Denial of a Permit.

a. Before a permit is denied, the Division shall give the applicant written notice of the intended action and the reasons for denial. Within 10 days of the denial, an applicant may supply evidence of correction of any item to the health officer, who shall conduct an inspection. If, upon inspection, the campground is found to be in compliance and eligible for a permit, the permit shall be issued.

b. Within twenty (20) days of the denial of a permit, the applicant may file with the Board of Health a written request for hearing. The hearing shall be conducted pursuant to regulations of the Board. At such hearing, to be held at a reasonable time after receipt of request, evidence shall be received for the purpose of determining whether or not such denial shall be upheld. The notification of and reason for the Board's decision shall be set forth in writing and sent to the applicant by means of registered or certified mail or hand delivery.

Section 4. Suspension or Revocation of a Permit.

a. After an opportunity for a hearing, a permit may be suspended or revoked by the health officer or by court action. The Health Officer shall give the operator thirty (30) days written notice of the intended action.

b. Within the thirty (30) day notice period, the operator shall be given an opportunity to show compliance with all lawful requirements for the retention of the permit.

c. The permit may be suspended or revoked if the campground is in violation of any of these rules, unless the operator has entered into a signed agreement as provided in Section 8(b) of this chapter.

d. The suspension or revocation shall become effective thirty (30) days from the date of the notice unless the operator requests a hearing within that time, or shows compliance with all lawful requirements for the retention of the permit

Section 5. Summary Suspension of a Permit.

- a. A permit may be summarily suspended if the health officer determines that a condition exists that is an imminent hazard to the public health.
- b. The Division shall include, within the suspension order, a finding that emergency action is required and shall detail the violations causing the emergency.
- c. The operator shall have the right to a prompt post suspension hearing to determine if revocation is necessary. The operator shall request a hearing within five (5) days of the suspension. The Board of Health shall hold a hearing within ten (10) days of the receipt of the request.

Section 6. Reinstatement of a Permit.

- a. After suspension or revocation of his permit, any operator may at any time apply in writing to the health officer for a reinstatement of the permit. A statement of compliance with the previously violated rules shall accompany the application.
- b. After receipt of the completed application and statement, the health officer shall make an inspection within thirty (30) days.
- c. The health officer shall reinstate the permit if he determines the campground to be in compliance with these regulations.
- d. If the violations have not been satisfactorily corrected, the suspension or revocation of the permit shall be continued. The applicant may not reapply for inspection and reinstatement of the permit for a period of thirty (30) days.

Section 7. Hearings.

All hearings provided for in these rules shall be conducted in accordance with regulations of the Board. Appeal from any final order of the Cheyenne-Laramie County Board of Health shall be taken as provided by the Wyoming Administrative Procedure Act.

Section 8. Inspection of Campgrounds.

- a. At least once every twelve (12) months, the health officer shall inspect every campground located within Laramie County, Wyoming.
- b. If the health officer discovers a violation of any item in these rules, he shall notify the

operator in writing of the violation(s). The health officer may enter into a signed agreement for correction of the violations by a certain date, not to exceed ninety (90) days. If the operator does not enter into a signed agreement for correction of the violations by a certain date, the health officer shall take action as provided by Section 4.

c. The health officer shall reinspect the campground on or after the completion date set in the signed agreement, but not later than thirty (30) days after the completion date. If the health officer finds that the violations have not been corrected, he shall take action as provided in Section 4. If the operator can show good cause for the failure to comply with the agreement, the time allowed for corrections may be extended.

d. If the manager or operator is not present at the time of the inspection, a copy of the written report shall be sent by registered or certified mail or hand delivery to the operator. This shall serve as official notification to the operator of the findings at the time of the inspection.

e. If the health officer receives a complaint that the campground may be in violation of these rules, the health officer shall investigate the complaint, and may conduct an inspection. If the health officer discovers a violation, he shall take action as provided in Section 8b.

f. Temporary campgrounds may be inspected on a daily basis during the term of the permit.

CHAPTER III OPERATIONAL RULES APPLICABLE TO ALL CAMPGROUNDS

Section 1. Generally.

- a. Campgrounds shall be located outside of any FEMA floodway or FEMA100 year flood zone.
- b. All campgrounds shall be graded and well-drained.
- c. The campground shall be adequately lighted at night to prevent injury.
- d. Each campground unit shall have its boundaries clearly defined.
- e. Each campground shall have an all weather roadway that provides access by emergency vehicles to any unit space.
- f. All travel trailers, truck campers, tenting units, or motor homes shall be located on unit spaces specifically designated for that use. A special parking area may be provided for parking or storing unoccupied independent or dependent travel units. In this case, the unit space designation requirement shall be waived.
- g. Adequate all-weather walkways shall be provided to each designated unit.
- h. A minimum spacing of fifteen (15) feet in any direction shall be provided between all units or other structures.
- i. Each space shall have easy access to a public roadway and be accessible to emergency vehicle traffic.
- j. Rules and regulations governing the park shall be given to each owner/operator of each unit using the campground. Rules shall include information on sewage disposal, solid waste disposal, leash requirements for all pets and a statement that failure to comply, will result in expulsion from the campground.
- k. All tents shall be placed within four hundred (400) feet of a service building, or within four hundred (400) feet of a portable sanitary toilet in a temporary campground.
- l. An attendant and/or operable phone shall be available at all times for temporary campgrounds.

Section 2. Water Supplies.

- a. Each unit space shall have access, within four hundred (400) feet, to drinking water provided by the campground.

b. All campgrounds that are not supplied by a public water supply shall provide a bacteriological water test prior to operation and at least quarterly showing that no total coliform or e-coli is present in the water supply. Additionally a nitrate test shall be done prior to open and at least every three years showing that nitrate levels are less than 10 parts per million.

c. If a water transport vehicle is used, it shall be licensed and inspected by the Wyoming Department of Agriculture or other licensing authority.

Section 3. Refuse Collection, Storage and Disposal.

a. The collection, storage and disposal of refuse shall be of a manner and frequency to avoid creating an insect or rodent harborage, health hazard or odor nuisance. Solid waste shall not be piled outside of containers.

b. Refuse containers shall be in a location of reasonable access to the residents.

c. Refuse shall be collected and disposed of at least once per week.

d. Containers shall be constructed of approved materials and shall have tight fitting lids.

e. Separate recycling bins are strongly recommended.

Section 4. Rodents, Insects and Vector Harborage.

a. All harborage for rodents and insects within the campground shall be eliminated and prevented.

b. The campground shall remain free of standing water.

Section 5. Sewage Connections and Disposal.

a. A sanitary station shall be provided within every permanent campground that provides unit space for independent travel units. Water shall be made available at the sanitary station for washing out hoses and tanks and be labeled as non-potable.

b. All sewage installations shall be maintained in working condition.

c. Gray water shall be disposed of in the same manner as all other sewage.

d. Portable sanitary toilets may be used for temporary campgrounds if they are supplied by an approved vendor, in adequate number (1 per 20 units), maintained in a sanitary manner and the contents are deposited in an approved sewer system.

e. Temporary campgrounds shall provide information to all units as to where they can dump sewage holding tanks.

Section 6. Pets.

- a. No dogs, cats or other animals shall be permitted to freely roam in a campground area.
- b. Pet waste shall be routinely and properly disposed of to prevent fly breeding.

Section 7. Service Buildings.

- a. Each permanent campground which provides unit spaces for dependent travel units shall provide a service building.
- b. A unit space serving a dependent travel unit shall not be located farther than four hundred (400) feet radially from a service building. A unit space further than this distance shall be designated for and used only by independent travel units.
- c. The number of facilities required within the service building shall be in a ratio as stated in the following table:

Number of Parking sites	Toilets		Urinals	Lavatories		Showers		Other Fixtures
	Men	Women	Men	Men	Women	Men	Women	Service/dump sink
01-20	1	2	2	2	2	2	2	1
21-40	2	3	3	3	3	2	2	1
41-60	3	4	3	4	4	3	4	1
61-80	4	5	4	5	5	4	5	1
81-100	4	6	4	5	5	5	6	1

All unit spaces intended or designated for dependent travel units within four hundred (400) feet radially from the service building shall be considered dependent upon those facilities.

- d. The showers shall be separate from the toilet room. The shower room shall be provided with seating and clothes hanging facilities.
- e. A service sink(s) shall be provided for disposal of gray water and liquid wastes, and for clean up and maintenance of the service building(s).
- f. The service building shall be of permanent construction and equipped with lighting and heating. Positive mechanical ventilation shall be provided in the shower area.
- g. The interior construction of the service building shall be smooth and cleanable. The walls, ceilings, and floors shall be covered with moisture resistant materials. Slip

retardant materials shall be used on all floors. All floors, walls and ceilings shall be kept clean and in good repair.

h. All windows, doors or other openings shall be screened.

i. Hot and cold running water shall be provided to the required plumbing fixtures at all times in the service building.

j. The service building and toilet facility area shall be available to all residents and visitors at all times.

k. The service building shall be adequately lighted.

l. If laundry facilities, such as washers and dryers, are provided, they shall be located in a separate room used exclusively for this purpose.

**"RESOLUTION ADOPTING THE CHEYENNE-LARAMIE COUNTY BOARD OF
HEALTH'S CAMPGROUND REGULATIONS"**

WHEREAS, W.S. § 35-1-303, AUTHORIZES THE City of Cheyenne-Laramie County Board of Health to enact rules and regulations pertaining to the prevention of disease and promotion of health within Laramie County Wyoming;

WHEREAS, the operation of campgrounds carries the potential to affect the health safety and general welfare of citizens within the confines of Laramie County Wyoming and further represents a potential source for disease and injury to the citizens of Laramie County. It is the intent of the Cheyenne-Laramie County Board of Health that these regulations operate to minimize and/or ameliorate such sources of disease and injury.

WHEREAS, the Wyoming Department of Health recently repealed similar rules and regulations governing campgrounds.

WHEREAS, the Cheyenne-Laramie County Board of Health has initiated the rule-making process pursuant to W.S. § 16-3-103 to adopt regulations governing campgrounds, which process requires 45 days public notice and a reasonable opportunity for public comment before the Cheyenne-Laramie County Board of Health may adopt such regulations.

NOW THEREFORE BE IT RESOLVED BY THE CHEYENNE-LARAMIE COUNTY BOARD OF HEALTH, that the Cheyenne-Laramie County Campground regulations are adopted as reflected in the attached copy of the 2009 Cheyenne-Laramie County Campground Regulations to be fully effective upon filing of the regulations with the Laramie County Clerk.

PRESENTED, READ AND ADOPTED this 20th day of Sept, 2009.

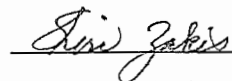
CITY OF CHEYENNE-LARAMIE COUNTY BOARD OF HEALTH



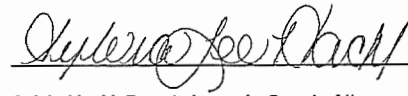
Chris Bartholomew, Chairman

ATTEST:

Reviewed and approved as to form:



Sheri Zakis, Clerk to the Board



Sylvia Hackl, Deputy Laramie County Attorney

LARAMIE COUNTY CLERK
CHEYENNE, WY.
2009 OCT 21 PM 2:00