

City of Casper-Natrona County Campground Regulations

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Chapter I

Generally: Authority; Applicability; Definitions; Severability

Section 1. Authority.

W. S. 9-3-109 (a) (vii); 35-1-225, 35-1-227, 35-1-229, 35-1-240, 35-4-201, 35-4-221, 35-4-222, 35-4-224.

Section 2. Applicability.

- a. The following rules apply to any incorporated or unincorporated community, City or Town, or Natrona County facilities.
- 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, five (5) or more independent travel units, dependant travel units, or a combination of.
- 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) feet stating that “No Overnight Camping Allowed”. These areas are to be monitored by the property owners 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/her determination as to compliance with these rules.
- b. “Campground” means an area available for use by five (5) or more independent travel units, dependent travel units, combination of both, or any

spaces that service occupancy for tents and related appurtenances offered for occupancy. City/County maintained Parks and Campgrounds are not included in the definition of Campground.

- c. “Current inspection” means an inspection conducted by an authorized representative of the Casper/Natrona County Health Officer or his/her representative within the last twelve (12) month period.
- d. “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 contain a water tank. The unit’s liquid waste consist only of “gray water.”
- e. “Department” means the City of Casper Natrona County Health Department, Casper, Wyoming 82601.
- f. “Gray Water” means liquid waste not containing fecal or other body wastes.
- g. “Health Officer” means the administrator of the City of Casper Natrona County Health Department or his/her designated representative or designee appointed pursuant to W. S. 35-1-227 or 35-1-306, or the person appointed as health officer pursuant to W. S. 35-1-305.
- h. “Independent travel unit” means any conveyance designed to be used as a temporary or seasonal dwelling, which has a flush toilet and or shower. This unit has a sewage storage tank.
- i. “Person” means an individual, partnership, corporation, joint stock company, or any other association or entity, public or private.
- j. “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.
- k. “ Public water supply” means any water supply being distributed by ten (10) or more service connections used to furnish water for human consumption either in preparing foods or beverages for inhabitants of residences or businesses establishments or as defined in W. S. 35-11-103 (c) (viii). The source, treatment, waste disposal, distribution system, service connection, finished water storage and pumping stations are part of public water supply.
- l. “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.

- m. "Self- Contained" means that a toilet or sewage storage tank is an integral part of the unit. (See m. Above).
- n. "Service building" means a building that houses separate toilet and shower facilities for men and women, as well as a clean-up sink.
- o. "Sewage" means the liquid and water-borne wastes derived from the ordinary living processes, including but not limited to human waste and greywater.
- p. "Solid waste" means all putrescible and nonputrescible solid refuse except human body wastes. Solid wastes include but are not limited to, garbage, rubbish, and ashes.
- q. "Transient noncommunity public water system" means facilities which provide water an average of at least 25 people per day for at least 60 days in a year or has at least 15 water connections.

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 provisions 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 combined park or campground in a manner, which would alter compliance with these rules, or any applicable Health or Safety code without a plan approval from the health officer.

(1) One (1) 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 department shall review all plans and specifications within thirty (30) days of receipt to determine if they are in compliance with these rules, or any applicable Health or Safety code.

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

(3) A copy of the review sheet shall be sent to the applicant or submitter upon completion by the health officer.

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

(5) If disapproved, a letter shall be forwarded to the applicant or submitter stating the reasons for such a disapproval.

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

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

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

(3) 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.

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

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

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

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

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

(9) Zoning clearance through the Natrona County or locate municipal Zoning Offices.

(10) Plan review and application form.

(11) Fees as required by the Department.

c. All applicable codes and standards that shall be followed in new design and construction, except the design and construction of sewage and water facilities, are:

(1) International Plumbing Code – International Plumbing code of 2006 or the latest as it may be updated from.

(2) International Building Code – International Building code of 2006 or the latest as it may be updated from.

Section 2. Permit to Operate.

Any person operating a combined park or campground in the City of Casper or Natrona County shall possess a current valid permit from the Department. The permit shall be available for public viewing. Permits are not transferable from one person to another, or to a location different from the original location of issuance.

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

b. Upon receipt of a completed application:

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

(2) 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.

c. Information on and results of the inspection of the facility shall be provided to the applicant in writing upon completion of the inspection.

d. Permits for permanent campgrounds shall be valid from the date of issuance and shall automatically expire in one (1) year from the date of issuance unless revoked sooner by the Department in accordance with section 4 of these rules.

e. The fee for a Campground permit is as determined by the Casper-Natrona County Board of Health.

Section 3. Denial of a Permit.

a. Before a permit is denied, the Department shall give the applicant written notice of the intended action and the reasons for denial within ten (10) days.

(1) If the applicant supplies evidence of correction, the Health Officer shall conduct an inspection, If, upon inspection, the combined park or campground is found to be in compliance, a permit shall be issued.

b. In case of a denial, the applicant has the right to a hearing before the City of Casper/Natrona County Board of Health. The applicant shall request in writing, a hearing within twenty (20) days of receipt of the Department's notice. The Department shall schedule a hearing at the time and place designated by the Board of Health. The hearing shall be held not later than thirty (30) days from the date of the request unless a later date is requested by the applicant but in no event shall the hearing be held later than sixty (60) days from the date of request. The applicant shall be notified in writing of the time and place of the hearing at least seven (7) days before the date of hearing.

Section 4. Suspension or Revocation of a Permit.

a. After an opportunity for a hearing has been provided a permit may be suspended or revoked by the Board of Health or by court action. If after the hearing, the Board of Health finds that the permit holder is in violation of the terms of the permit, of these rules or any other applicable regulation of law, the Board may revoke, suspend, or place restrictions on the permit. 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 shall be suspended or revoked if the combined park or campground is in noncompliance with the terms of the permit, or with 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 operator's receipt of the written notice unless the operator request 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 health condition exists that is an imminent hazard to the public's health and safety. Imminent health hazard includes but is not limited to, fire, flood, extended interruption of electrical or water service, sewage backup, or other health or safety matters which would pose an immediate threat to the public safety or welfare.
- b. The Department shall include, within its suspension order, a finding to the effect that such an emergency action is imperatively required and the violations causing the emergency.
- c. The operator shall have a right to a prompt post-suspension hearing to determine if revocation is necessary. The operator shall request in writing to the Department a hearing within five (5) days of the suspension. The department shall hold a hearing, if requested, within ten (10) days of the suspension.

Section 6. Reinstatement of a Permit.

- a. After suspension or revocation of a permit, any operator may at any time apply in writing to the Board of Health 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 Board of Health may reinstate the permit if it determines the combined park or campground to be in compliance with these rules and other applicable safety codes.
- 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 thirty (30) days.

Section 7. Hearings.

All hearings provided for in these rules shall be conducted in accordance with the Wyoming Administrative Procedures act. Appeal from any final order of the City of Casper/Natrona County Health Department shall be taken as provided by the Wyoming Administrative Procedure Act.

Section 8. Inspection Campgrounds.

- a. At least once every twelve (12) months, the Health Officer shall inspect every campground located within the City of Casper and Natrona County.

- b. If the Health Officer discovers a health 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 thirty (30) 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 re-inspect the campgrounds on or after the completion date set in the signed agreement, but not later than the 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 mail to the operator, or delivered personally by the health officer. This shall serve as official notification to the operator of the findings at the time of 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 the action as provided in Section 8. b.
- f. Temporary campgrounds may be inspected on a daily basis during the term of the permit.

Chapter III

General Rules Applicable to All Campgrounds.

Section 1. General.

- a. All permanent campgrounds shall be graded and well drained.
- b. The permanent campground shall be adequately lighted at night to prevent injury.
- c. Each permanent campground shall have its boundaries clearly defined.
- d. Each permanent campground shall have an all weather roadway that provides access by emergency vehicles to any unit space.
- e. All independent, dependant, or tenting units 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.

f. A minimum spacing of fifteen (15) feet from the unit in any direction shall be provided between all independent, or dependent travel units or other structures.

g. A minimum spacing of eight (8) feet shall be provided from independent or dependent travel units to streets or other common areas.

Section 2. Water Supplies.

Every permanent campground shall provide drinking water for each unit space.

a. Campgrounds that are not supplied by a public water supply shall provide drinking water in accordance with rules governing transient non-community public water systems.

b. Campgrounds that do not meet the definition of a transient non-community public water systems and 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. Each unit space shall have access, not to exceed three hundred (300) feet, to drinking water provided by the campground.

d. If water is supplied at the temporary campground from a private well, the water must be tested for bacteria within 14 days of the beginning of the event. The water must be labeled as “non-potable, not drinking water” unless the delivery station can meet the requirements of the Plumbing Code for drinking water.

e. If water is not supplied at the temporary campground, guests must be notified in advance that the campground is a “dry camp” and that water will not be available. Information should be provided to guest as to where drinking water is available.

Section 3. Refuse Collection, Storage and Disposal.

a. The collection, storage, and disposal of refuse shall be in a manner and frequency to avoid creating and insect or rodent harborage, health hazard or odor nuisance.

- b. Refuse containers shall be in a location of reasonable access to the residents, not to exceed three hundred (300) feet from any space.
- c. Refuse shall be collected and disposed of at least once per week.

Section 4. Rodents, Insects, and Vector Harborages.

- a. All harborage for rodents and insects within the combined park or campground shall be eliminated.
- b. Flies and mosquitoes shall be controlled so as not to create a health hazard.
- c. The combined park or campground shall be kept free of standing water, junk cars, trash, tires, debris and other vector harborage.

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 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 (2 per 30 units), maintained in a sanitary manner and the contents are disposed 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.

Section 7. Dust Control.

Dust control methods shall be used on all roads and other areas such as yards and playgrounds.

Section 8. Service Buildings.

- a. Each permanent campground, which provides unit spaces for dependant travel units; tents or other purveyances shall provide a service building.
- b. A unit space serving a dependant travel unit, tents or other purveyances shall not be located more than three hundred (300) 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 buildings shall be in ratio as stated in the following table:

Number of Parking Sites	Toilets		Urinals Men	Lavatories		Showers	
	Men	Woman		Men	Woman	Men	Woman
01-20	1	2	2	2	2	2	2
21-40	2	3	3	3	3	2	2
41-60	3	4	3	4	4	3	4
61-80	4	5	4	5	5	4	5
81-100	4	6	4	5	5	5	6

Other fixtures – Parking Sites 1-100 requires a minimum of one (1) service or utility sink.

All unit spaces intended or designated for dependant travel units or tent spaces within three hundred (300) 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 hardware.

- e. A service sink(s) shall be provided for disposal of greywater 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 wall, 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, and 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 buildings.
- j. The service building and toilet facility area shall be available to all resident 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.