



## SPECIAL EVENT CAMPGROUND PERMIT APPLICATION SUPPLEMENT

**Submit this form along with a Rural Environmental Health Alliance Permit Application at least 30 days before the start of your event.**

1. Name and Date(s) of event: \_\_\_\_\_
2. Contact Name & Phone #: \_\_\_\_\_
3. Location of campground: \_\_\_\_\_
4. Estimated number of people: \_\_\_\_\_
5. Water supply source: \_\_\_\_\_  
*(If private well, provide a water sample report for bacteria and nitrates within last 12 months.)*
6. Water Distribution method: \_\_\_\_\_
7. Number and location of toilet facilities: \_\_\_\_\_  
*(Require at least one for every 125 males and one for every 65 females)*
8. Plans for toilet servicing and maintenance: \_\_\_\_\_
9. Number and location(s) of garbage sites: \_\_\_\_\_
10. Method for disposal of wastewater: \_\_\_\_\_

**Special event campground regulations are found in Wisconsin Administrative Code, Chapter ATCP 79, Campgrounds. Pertinent portions of the code are provided below.**

### **ATCP 79.26 Special event campgrounds.**

#### **(1) PERMIT REQUIRED.**

**(a)** Before a person may operate a special event campground, the person shall have a permit issued by the department or its agent. The department or its agent may issue a permit for a special event campground only in conjunction with a special event, such as a fair, rally, carnival, music festival, sporting event, community festival, or other similar event.

**(b)** No camping may occur until a permit is granted by the department or its agent.

**(2) PERMIT DURATION AND RENEWAL.** A permit issued under this section may not exceed 14 days in duration.

**(3) APPLICATION.** The application for a permit for a special event campground shall be made to the department or its agent at least 30 days before the special event. The application for a permit shall be made on an application form provided by the department or its agent and shall include all of the following:

- (a)** The location of the event.
- (b)** An estimate of the number of people to be accommodated.
- (c)** The water supply source and distribution method.
- (d)** The number and locations of toilet facilities and plans for servicing and maintenance.
- (e)** The number and location of garbage and refuse disposal sites.
- (f)** The methods for disposal of liquid waste.
- (g)** The applicable fee specified under s. [ATCP 79.06](#) and any fees previously due to the department or its agent.

**(4) SIZE.**

- (a)** A campsite in a special event campground shall have a minimum area of 800 square feet.
- (b)** A campsite in a special event campground established before February 1, 2016 is exempt from the requirements in par. (a).

**(5) WATER SUPPLY.** Potable water shall be provided. If potable water is not provided by a well, the operator shall obtain prior approval from the department or its agent of an alternative method of providing a potable water supply, such as bottled water provided free of charge or an approved water transport vehicle or storage container.

**(6) TOILET FACILITIES.**

**(a)** If permanent toilet facilities are not provided in sufficient numbers, portable toilets may be used if approved by the department of safety and professional services. The operator shall contract with a licensed waste hauler and provide the department or its agent with a copy of the written agreement or obtain an alternative method of waste disposal that is approved by the department under s. [ATCP 79.02 \(2\)](#).

**(b)** Toilet facilities shall be fly-tight and vermin-proof with impervious floors, seat risers and seats. Doors shall have self-closing devices and be equipped with a privacy lock.

**(c)** Toilet facilities shall be kept clean, maintained in good repair, and emptied with sufficient frequency to ensure their proper operation.

**(7) WASTEWATER.** Water that has been used for cleaning or personal hygiene shall be disposed of in a manner not to create a nuisance.

**(8) GARBAGE AND REFUSE.** Garbage and refuse shall be stored and disposed of in accordance with s. [ATCP 79.20](#).

**ATCP 79.20 Garbage and refuse.**

**(1) GENERAL.**

**(a)** The operator shall provide a sufficient number of garbage, refuse, and recyclables containers for use by campers. The containers shall be durable, cleanable, insect-resistant, rodent-resistant, leakproof, nonabsorbent, and of sufficient capacity to hold all of the accumulated garbage, refuse, and recyclables. The containers shall be covered, unless the containers are emptied on a daily basis. Collection points may be located throughout the campground for centralized garbage, refuse and recyclable pickup. A campground operator may request a variance under s. [ATCP 79.02 \(2\)](#) to receive approval for an alternate method of garbage and refuse pick up.

**(b)**

**1.** The operator shall prevent garbage, refuse, and recyclable containers from developing a buildup of soil or attracting insects and rodents.

**2.** The operator may not store garbage or refuse outside in plastic bags, wet-strength paper bags, or baled units after collection.

**(2) BURNING OF REFUSE.** If the operator burns garbage or refuse, the operator shall comply with s. [NR 429.04](#) and chs. [NR 415](#) and [445](#) as enforced by the department of natural resources. Areas around burning facilities shall be clean and orderly.