

# Temporary Campground Procedures – Unincorporated Waukesha County

## Who has zoning jurisdiction?

- If the property is located within a shoreland area (300 ft. of a river, 1,000 ft. of a lake, or the 1% chance floodplain), the **County** has zoning jurisdiction. Please contact the Planner of the Day at (262) 548-7790 or go to [www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning) for more information.
- If the property is not located within a shoreland area, the **Town** has zoning jurisdiction. Please contact the Town directly.
- If the property is partially located within a shoreland area, the **Town and County** both have zoning jurisdiction.

## What types of zoning approvals are required?

- An *Unspecified Conditional Use Permit* is required from the Town and/or County, as determined above. The Conditional Use process requires a public notice period and public hearing. It may take as long as three months to obtain a permit from time of application.
- A Site Plan and Plan of Operation Permit is also required from the Town and County.

Details regarding the following site plan elements must be provided as part of a Site Plan and Plan of Operation application:

- *Signage*
  - *Placement of structures, temp. tents*
  - *Length of event, length of stay*
  - *Waste disposal and recycling*
  - *Site accessibility for emergency services*
  - *Neighbor impacts*
  - *Natural resource protection*
  - *Number of campers/attendees*
  - *Food preparation and service*
  - *Lighting*
  - *Size of site, location, type/no. of sites*
  - *Music/entertainment*
  - *Organization of parking, amount/type*
  - *Impacts to crops/restoration of site*
  - *Noise*
  - *Liability insurance*
  - *Sanitation facilities and potable water*
- Temporary or permanent structures and signage require a Zoning Permit from the zoning jurisdiction noted above and a Building Permit from the Town.

## Is a Special Event Campground License required from the Environmental Health Division?

- Yes, a Special Event Campground License is required in accordance with Wisconsin Administrative Code DATCP 79 and must be submitted at least 30 days in advance of the event. The permit is good for no more than 14 consecutive days. A Special Event Campground License application is attached to these procedures. Please contact the Environmental Health Division at (262) 896-8300 for more information.
- Adequate toilet facilities with handwashing, potable water, and proper garbage disposal will be required.
- Each campsite is required to be a minimum of 800 sq. ft.

## Can the property owner provide food to the campers?

- The property owner or operator is required to obtain a Restaurant License if food is sold on the property, unless the food is sold by a licensed caterer.

## Are there any concerns related to access from a public or private road?

- If a new public road access location is proposed, a local, County, or State Permit is required.
- Traffic control may be required.
- A traffic pad at the access point may be required to avoid dirt/dust from entering public/private road.

## When does Waukesha County's Mass Meetings and Gatherings Ordinance apply?

- The County's Mass Meetings and Gatherings Ordinance applies if 1,000 or more people are expected to assemble for 18 or more consecutive hours.
- The County Clerk must issue a license prior to the event for each day the event takes place.

Name of the Event		Date and Duration of Event	
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Event Address	
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Licensee Name		Phone Number	
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Licensee Address		City, State		Zip	
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Name of Contact Person		Phone Number	
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1. Estimated Number Campers: \_\_\_\_\_ (Assume a maximum of 50 sites per acre: Acres x 50 = Number of sites; number of sites x 6 = Estimated Number of Campers)
2. Total Number of Sites: \_\_\_\_\_
3. Acres of Land for the Intended Use of Campground: \_\_\_\_\_
4. Wastewater: Number of toilets to be provided (See Table below). (Assume 50% Males and 50% Females).  
**Note:** Portable toilets must be located between 75' - 400' from campsites.

<b>Required Number of Water Closets (Toilets)</b>		<b>Required Number of Hand-washing Units</b>
Males - 1 per 125    Females - 1 per 65		1 per 200 persons
<b>Number of Males</b> _____	<b>Number of Females</b> _____	<b>Total Number of Persons</b> _____
<b>Required Number of Toilets for Males</b> ( Number of Males divided by 125 ) _____	<b>Required Number of Toilets for Females</b> ( Number of Females divided by 65 ) _____	<b>Required Number of Hand-wash Sinks</b> ( Total Number of Persons divided by 200 ) _____

**Licensed operator servicing the portable toilets and/or independent units**    Name: \_\_\_\_\_

Address \_\_\_\_\_ Tel. # \_\_\_\_\_

5. Potable Water Source: \_\_\_\_ Municipal (Where are you obtaining the municipal water?) \_\_\_\_\_  
 \_\_\_\_ Private Well (Address of well) \_\_\_\_\_

The water supply must be from a safe and approved source. **Submit results of bacterial and nitrate testing**, performed by a laboratory state certified to test water, along with this application. **Note:** Water outlets must be located within 400' from campsites. Water distribution system must be of approved materials, i.e., hoses must be food grade material and protected from backflow and back-siphoning by approved back flow preventors.

6. Solid Waste/Garbage Removal Service: Name \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

7. Provide a scaled site drawing of your intended campground (Attach additional pages.)

Show the total area designated for campsites (square feet or acres) and use the following symbols for their scaled locations:

Water Wells <b>WW</b>	Solid Waste Containers <b>W</b>	Shower Facilities <b>SH</b>
Water Supply Outlets <b>WSO</b>	Tent Camping Units <b>TCU</b>	Permanent Buildings <b>PB</b>
Toilet Facilities <b>TF</b>	Self-Contained (RV) Units <b>RV</b>	Designated Parking Areas <b>P</b>

8. Special Event Campground Fees Are Based Upon the Number of Sites as follows:

1 – 25 \$ 100.00    26 – 50 \$ 110.00    51 – 100 \$120.00    101 – 199 \$150.00    200 or more \$210.00

9. Have you obtained zoning approval for the special event campground from your municipality or Waukesha County Division of Planning?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, please attach. If no, please obtain your zoning approval and attach before submitting this application.

10. I certify that I am familiar with Chapter HFS 178, Campgrounds, Wisconsin Administrative Code and the above described facility will be operated and maintained in accordance with all applicable regulations.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Department Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:

Date:

Copy to Applicant:    \_\_\_\_\_ In Person    \_\_\_\_\_ Mailed    Date \_\_\_\_\_

Copy to Municipality    \_\_\_\_\_ Mailed    \_\_\_\_\_ Faxed    Date \_\_\_\_\_

Submit this application and appropriate fees to: Waukesha County Department of Parks and Land Use, Division of Environmental Health, 515 W. Moreland Blvd., AC Room 260, Waukesha, WI 53188-3868

Send check or money order-- DO NOT SEND CASH --