

# Clear Creek County Zoning Regulations: Section 21

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## SECTION 21 CAMPING REGULATIONS

### 2101 PURPOSE

The purpose of these standards and regulations is to provide minimum requirements to protect the health, safety, and quality of life of the occupants of campsites, campgrounds, and the general public. These regulations are limited to private property in unincorporated Clear Creek County.

### 2102 APPLICABILITY

For purposes of these regulations, camping is classified as either private or commercial, and can include the following types of structures:

1. Tents and certain tent type structures
2. Camping Vehicles: Including independent, dependent, and recreational vehicles

If the proposed camping permit is approved or conditionally approved, the Board of County Commissioners or Planning Department may impose such conditions and safeguards to ensure compliance with the requirements, standards and conditions of this section. The violation of any standard, condition, safeguard, or commitment of record shall be sufficient grounds for revocation of the permit by the Board, following a ten (10) day written notice sent by certified mail, return receipt requested, to the applicant, and public hearing.

### 2103 PRIVATE CAMPING

Private Camping applies to all forms of non-commercial camping, where no money or thing of value is exchanged between the camper and owner or operator for the privilege of camping. This type of camping is allowed for up to 14 days per year on the subject property with no permit and an additional 30 days per year with a Private Camping Permit. The applicant must guarantee that during the permit period an approved sanitary facility is available at all times. For periods longer than 30 days, a Special Use Permit must be applied for. A new Private Camping Permit cannot be issued for a property until 30 days from the expiration of the previous year's permit.

Additionally, temporary living quarters are allowed as a use by right in all zoning districts with the exception of NR-PC, NR-R, and Buffer, with the issuance of a building permit for the project utilizing the temporary living quarters. The temporary living structure shall be removed from the property prior to the issuance of a Certificate of Occupancy, or within sixty days after an issued Temporary Certificate of Occupancy, for the project utilizing the temporary structure(s), which ever date occurs first.

#### 2103.1 Submittal Requirements for Private Camping Permit

2103.1.1 Completed Permit and Agreement Form

2103.1.2 Proposed Method of Sanitation

### 2104 COMMERCIAL CAMPING

Commercial Camping includes any type of camping where money or something of value is exchanged between the user and owner or operator for the privilege of camping, or where the camping is accessory or in relation to a commercial operation; including seasonal employee camping. This type of camping is only allowed in the following zoning districts:

1. Commercial – Outdoor Recreation (C-OR) –limited to 50 campsites
2. Commercial- Tourism Recreation (C-TR)
3. Planned Development (if incorporated in the development)

Commercial Camping is reviewed and permitted through a Commercial Camping Permit. The process, submittal requirements, and performance standards are outlined below. Commercial Camping related to a Special Use and/or Special Event that is taking place for 7 days or less is not subject to this regulation.

#### COMMERCIAL REVIEW PROCESS

The procedure for reviewing a Commercial Camping request is divided into 2 processes based on the number of camping sites:

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## Minor Camping Permit –Administrative Review

1- 50 camping sites

## Major Camping Permit – Public Review

51+ camping sites and/or exceeds the thresholds for Development Review, as outlined in Section 20 of these zoning regulations.

If the request is subject to or part of a Development Review, or Special Use Permit then the submittal requirements, as outlined below, will be in addition to those required in the Development Review, or Special Use Permit process.

*Please reference the below performance standards (page) to aid in your submittal package. Your application must adhere to these standards or your request will not be approved.*

### **2104.1 Minor Camping Permit Process**

#### 2104.1.1 Submittal Requirements

2104.1.1.1 Application Form and Fee.

2104.1.1.2 Documentation showing proof of ownership of property, deed of record, current year taxes paid, and if applicant is not owner, a landowner authorization form be provided.

2104.1.1.3 Narrative that at minimum includes the following information:

1. General proposal of the camping operation.
2. Total number of campsites broken down into the different types (Tents, RV's, etc...).
3. Hours of operation and season of operation.
4. Number of average employees on site at busiest time of the year
5. Expected Traffic: Average Daily Trips (ADT), broken up monthly. One trip in and 1 trip out equals 2 ADT.
6. Water: Please provide methods of water supply. This may include a well permit, ability to serve letter from a district, or method of supplying potable water or other water supply to the campground.
7. Comfort Station(s): Provide information on your comfort station, if applicable, as mentioned in the performance standards below (standard #2105.11).
8. Sanitation: Proposed method of sanitation (see performance standards 2105.8-2105-12 for more detail).
9. Access: Does a valid driveway permit exist for the proposal, or are you applying for a driveway permit alongside this process?
10. Proposed showering and laundry facilities if applicable.
11. Proposed trash control and removal.
12. Permanent and Temporary improvements, including tent sites, trash containers, fire rings, and sanitary facilities.
13. Caretaker contact information.

2104.1.1.4 Site Plan: Scaled Site Plan showing and/or explaining the following when applicable:

1. Location of Camp and RV Sites (Dimensions spelled out here). Campsites shall be numbered and scaled correctly as dictated in the performance standards below (standard #2105.1-2105.3).
2. Vehicular circulation and off street parking according to these regulations and the development standards (performance standards # 2105.4-2105.7 and Section 1006 of the Development Standards-Section 10 of these zoning regulations).

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3. location of water and sanitation facilities. Please delineate the type of water and sanitation facility on the site plan.
4. Location of comfort station.
6. Proposed roads and parking for campers.
7. Entire parcel boundary.
8. Significant on-site features.
9. Campsite screening.
6. All existing and proposed improvements, including drive paths, parking, structures, and utilities.

## 2104.1.1.5 Campground Operating Plan which shall address mitigating the following impacts:

1. Trash
2. Fire safety
3. Access and dust control
4. Noise, smoke, and light pollution
5. Domestic animal control
6. Visual appearance

## 2104.1.1.6 Grading and Drainage Plan prepared and stamped by a licensed engineer that indicates the following:

1. Existing and proposed topographic contours.
2. Drainage patterns and stormwater runoff from on-site and off-site flow.
3. Location and construction details for all proposed watercourses, retention and detention areas.
4. Location and construction details for all proposed culverts, retaining walls, curbs/gutters, etc.
5. Demonstrated compliance with the County's adopted Best Management Practices (BMP)'s.
6. Slope stabilization measures for all cut and fill slopes.  
*(This submittal requirement may be waived by the case manager if it is determined that this there is no need for such a plan.)*

## 2104.1.2 Process

### 2104.1.2.1 Pre-Application Conference

Prior to submittal of an application, the applicant shall meet with the Planning Department to determine whether the request meets the applicability of the subject process and to review the procedure and submittal requirements.

### 2104.1.2.2 After a site visit has been conducted, the Planning Department will determine any additional submittal requirements needed (other than the general requirements), and will provide them in writing to the applicant.

### 2104.1.2.3 The applicant shall submit one (1) copy of the submittal to the Planning Department. The submittal may either be in electronic or hard copy form.

### 2104.1.2.4 The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal shall not be processed.

### 2104.1.2.5 Once the submittal is determined complete (by the Planning Department), the Planning Department may notify applicable referral agencies that may be affected by the proposal. The applicable agencies shall be determined on a case by case basis.

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2104.1.2.6 Referral agencies shall be given fourteen (14) calendar days prior to the final decision to respond.

2104.1.2.7 The Request will be administratively approved or denied by the Planning Department based on conformance to the performance standards below (section #2105).

## 2104.1.3 Appeals to Administrative Decisions on Camping Permits

Appeals may be filed by any affected party and must be submitted in writing to the Planning Department within fourteen (14) calendar days following recording of the Planning Director's decision. The appeal shall state with specificity (1) the grounds on which the objector asserts to be an affected party and (2) the issue to which objection is made. The appeal will be heard by the Board of County Commissioners in a public hearing.

2104.1.3.1 The Board of County Commissioners (BOCC) shall first determine, during the public hearing, whether the objector is an affected party.

2104.1.3.2 The BOCC shall hear, and make a decision on only the specific objection(s) timely filed, and not on the entire case.

2104.1.3.3 One (1) public hearing shall be scheduled to hear all objections regardless of the number of objections filed.

## **2104.2 Major Camping Permit Process**

### 2104.2.1 Submittal Requirements

The submittal requirements for a Major Camping Permit submittal are the same as Minor Camping Permit. Please reference Minor Camping Permit submittal requirements (2104.1.1) above.

### 2104.2.2 Process

#### 2104.2.2.1 Pre-application Conference

Prior to submittal of an application, the applicant shall meet with the Planning Department to determine whether the request meets the applicability of the subject process and to review the procedure and submittal requirements.

2104.2.2.2 After a site visit has been conducted, the Planning Department will determine any additional submittal requirements needed (other than the general requirements), and will provide them in writing to the applicant.

2104.2.2.3 The applicant shall submit one (1) copy of the submittal to the Planning Department. The submittal may either be in electronic or hard copy form.

2104.2.2.4 The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal shall not be processed.

2104.2.2.5 Once the submittal is determined complete (by the Planning Department), The Planning Department will notify adjacent property owners within 300 feet of the boundaries of the subject parcel(s) and any referral agencies that may be affected by the proposal. The applicable agencies shall be determined on a case by case basis.

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- 2104.2.2.6 Referral agencies and adjacent property owners shall be given twenty-one (21) calendar days prior to the Planning Commission public hearing to comment.
- 2104.2.2.7 Based upon the submittal documentation, site characteristics analysis, and comments received, the Planning Department will prepare a staff recommendation/report and draft resolution for the Planning Commission public hearing.
- 2104.2.2.8 The Planning Department will publish a notice in a newspaper of general circulation in the county a minimum of fourteen (14) calendar days prior to the Planning Commission public hearing. The applicant will be notified of the public hearing date, time, and place.
- 2104.2.2.9 At least fourteen (14) calendar days prior to the Planning Commission public hearing, the applicant shall post and maintain a notice on the parcel(s) under consideration. The notice(s) shall be placed within ten (10) feet of the property line and visible from the right-of-way. Signs will be provided by the Planning Department.
- 2104.2.2.10 During the public hearing, the Planning Commission shall evaluate the submittals, referral comments, staff report, and public testimony, and make a recommendation to the Board of County Commissioners (BOCC) to approve, approve with conditions, or deny the application.
- 2104.2.2.11 The applicant may be required to provide additional information prior to the BOCC public hearing based on conditions/stipulations recommended by the Planning Commission.
- 2104.2.2.12 The Planning Department will publish a notice in a newspaper of general circulation in the county a minimum of fourteen (14) calendar days prior to the BOCC public hearing. The applicant will be notified of the public hearing date, time, and place.
- 2104.2.2.13 Based upon the submittal documentation, site characteristics analysis, comments received, and the Planning Commission's recommendation, the Planning Department will prepare a staff recommendation/report and draft resolution for the BOCC public hearing.
- 2104.2.2.14 During the public hearing, the BOCC shall evaluate the submittals, referral comments, staff report, Planning Commission recommendation, and public testimony, and shall approve, approve with conditions, or deny the application.
- 2104.2.2.15 The Planning Department will notify the applicant of any modifications or requirements needed to finalize the camping site plan or other final documents prior to recording with the County Clerk and Recorder.

## **2105 PERFORMANCE STANDARDS**

The following performance standards are applicable to all camping developments and shall be incorporated into the submittal requirements as described below:

### Setbacks and Density

- 2105.1 Setbacks are based on the zoning district in which the campground resides in. However, no commercial campground area, structure, or facility shall be closer than 100 ft. from an existing residence.

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- 2105.2 River and Stream setback: Minimum 50 feet measured from edge of stream or river to any camping space, except minimum of 100 feet for any permanent structure or sanitary facility.
- 2105.3 The maximum gross density of a campground shall be no more than 20 sites per acre, including roads, open space and other requirements.

## Access and Parking

- 2105.4 A valid driveway, as determined by the County Engineer, is required for all camping development.
- 2105.5 For a commercial camping operation, the subject property shall have legal access from a County maintained public road.
- 2105.6 Internal Access Ways: All camping vehicle spaces shall abut an internal access way, graded for drainage and maintained in a rut free and dust free condition, which provides unobstructed access to the main road(s) accessing the property. The minimum unobstructed width of such roads shall be fifteen (15) feet for one-way traffic or twenty-five (25) feet for two-way traffic. No parking shall be allowed on internal access ways.
- 2105.7 Parking: Off-street parking for one motor vehicle for each camping space shall be provided.

## Sanitation and Water Supply

- 2105.8 All forms of sanitation must be in conformance with the Environmental Health Department.
- 2105.9 No waste of any kind, including graywater, shall be discharged into or allowed to accumulate on the ground surface.
- 2105.10 Porta-potties may only be used as a method of sanitation for a 12 month consecutive period starting from the date of issuance of the camping permit, if allowed by the County Environmental Health Department. After this 12 month period the camping operation shall be required to have a more permanent type of sanitation method that is in conformance with Environmental Health Department Regulations.
- 2105.11 Comfort Stations: A central service building or area containing the necessary sanitation facilities as dictated by the Environmental Health Department shall be required. A comfort station shall be located within 500 feet of all camping spaces without water and sewer connections unless exempted by the County Environmental Health Department.
- 2105.12 Water Supply and Distribution:
  - 2105.12.1 Recreational Vehicles: Each campground shall be provided with one or more easily accessible watering stations for filling RV water storage tanks.
  - 2105.12.2 Stations for Tent Camping Area: Each tent camping space or RV space without a water connection shall be provided with at least one individual watering station no more than five hundred (500) feet from any camping space, with a splash pad installed around the base.
  - 2105.12.3 Connection: The water supply system, specifically including all distribution lines up to the risers at individual sites, shall be constructed and maintained in accordance with the Plumbing Codes adopted by Clear Creek County.
  - 2105.12.4 Individual Water Service Connections: Riser pipes provided for individual water service connections shall be so located and constructed that they will not be damaged by the parking of recreational vehicles. Water riser pipes shall extend a minimum of four inches above ground elevation unless recessed in a box or sleeve.

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## Other Performance Standards

### 2105.13 Minimum Facilities for Tent Sites and Recreational Vehicle Spaces:

The area devoted to each tent site and recreational vehicle space shall be adequate to accommodate the following facilities:

2105.13.1 Fire Facilities: Fire facilities shall be confined to a fire pit or fire circle, approved by the Fire Authority.

2105.13.2 Parking Space: Each space shall be provided with one parking space.

2105.13.3 Parking Barriers: Adequate barriers shall be provided to confine vehicles to driveways and parking spaces.

2105.14 Identification: Campsites shall be clearly marked and identified. The campground shall be assigned a single address to cover the entire campground, and each camp cabin, RV and tent space will use the space number to supplement the campground address. Each space shall be clearly and distinctly marked with a sign indicating the Space Number. The sign shall be a minimum size of 6 inches by 6 inches, with the numbers being a minimum of 4 inches high

2105.15 Each campsite shall accommodate only one camping party and the camping vehicle or camping unit equipment occupied by persons within the same party.

2105.16 No permanent or semi-permanent structures, such as cabins, lean-tos, sheds or habitable buildings shall be erected on a campsite except by the owner of the property and shall be erected in accordance with applicable state or local building construction requirements.

2105.17 Temporary structures such as canvas awnings, screened enclosures, or platforms, which are normal camping equipment, may be erected but must be removed when the campsite is vacated.

2105.18 Maintenance: All campsites, open space and common areas shall be maintained in a clean and sanitary condition, free from hazardous and noxious materials, weeds and refuse. Pets and animals must be maintained and controlled, and animal waste shall be disposed of appropriately. The campground/park owner shall be responsible for ensuring compliance.

2105.19 Fire Protection: Adequate fire protection shall be provided and shall be in compliance with all applicable fire codes and standards as prescribed by the appropriate fire protection district.

2105.20 Electrical Distribution and Communication Wiring: If electrical service is provided to some or all recreational vehicle sites within the campground, the electrical distribution system shall comply with all County and State regulations.

### 2105.21 Refuse Handling:

2105.21.1 The storage, collection and disposal of refuse in a campground shall be so arranged as to not create health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution.

2105.21.2 The owner shall provide for trash removal on a regular basis.

2105.21.3 All commercial campgrounds shall use only animal-proof trash containers.

2105.22 Supervision: The attendant or caretaker shall be available at all times to keep the park, its facilities and equipment in a clean, orderly and sanitary condition. Attendant contact information shall be provided to the County and kept up to date.

2105.23 Flood Plain Restrictions: No permit shall be granted for campgrounds proposed in 100 year flood plain areas.

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2105.24 Noise: All camping developments shall be compliant with Colorado State Statute 25-12-13. In addition, the attendant or caretaker shall actively regulate a quiet time from the hours of 10:00 PM – 7:00 AM, where no outdoor music is allowed, and noise from the campground is kept to a minimum.

2105.25 Time limitations: No single person or camping party shall be allowed to camp within a campground for longer than 30 days out of the Calendar year for commercial camping, except for seasonal employees who shall be allowed to camp no longer than 6 months out of the Calendar year, and except for campground attendants, who shall have no camping limitation as long as a commercial camping use exists on the property.

2105.26 Camping Development shall comply with Section 10- Development Standards, of the Clear Creek County Zoning Regulations.

2105.27 All structures and associated development related to camping shall meet all other applicable Local, State, and Federal codes and regulations.

2105.28 Other Requirements: Such other requirements as may be determined by the County Staff to assure the public health, safety and welfare of the residents and other persons who might be affected.

## **2106 REVISIONS AND MODIFICATIONS**

Action on changes to approved Commercial Camping Developments shall be taken by the review authority responsible for action on the original review through the process identified in these regulations. Revisions and Modifications shall comply with the provisions of this section. However, if the Planning Director determines changes to be minor in nature, they may be approved by the Planning Director. Changes shall be considered minor if they meet the following criteria:

2106.1 Does not increase the number of campsites, amount of square footage, site disturbance, or unit count by more than 10% of the total approved in the original Camping Permit, and does not increase the number of campsites to take the request from an administrative to major camping permit review.

2106.2 Complies with zoning regulations including use regulations and development regulations and standards.

2106.3 Does not change the location of uses, or the layout of streets, trails, or pathways except for minor adjustments within areas approved for development or within approved rights-of-way.

2106.4 Does not include the addition of a drive-through in which the patron's automobile is accommodated from which the occupants may receive a service or in which products purchased from the establishment may be consumed.

2106.5 Is not a detriment to public health, safety, and welfare.

## **2107 ANNUAL REVIEW**

The Board of County Commissioners may require the applicant to periodically submit a report via the Planning Director, detailing all past activities conducted by the applicant pursuant to the Camping Permit approval by the Board, including a satisfactory showing that the applicant/property owner has complied with all conditions of the Camping Permit approval and applicable regulations. The applicant/property owner need not inform the County of activities such as operational changes, which are not the subject of a Camping Permit approval.

The Planning Director shall review the report within thirty (30) days from the date of submittal thereof. If the Planning Director determines, based upon its review, that the applicant/property owner is likely to have violated the provisions of the Camping Permit or applicable regulations, the County may issue a notice of violation to the applicant/property owner.

Upon notice to the Planning Director of the fulfillment of all conditions of the approval of the Camping Permit, and the Planning Director's concurrence therein, the Planning Director may terminate any annual review requirements.