

MAJOR CAMPING PERMIT PROCESS GUIDE

Clear Creek County Planning Department
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Created 2020

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.

APPLICABILITY

Camping can include the following types of structures:

- Tents and certain tent type structures
- 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.

1. 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:

- a. Commercial – Outdoor Recreation (C-OR) –limited to 50 campsites
- b. Commercial- Tourism Recreation (C-TR)
- c. 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.

2. COMMERCIAL REVIEW PROCESS

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

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 to aid in your submittal package. Your application must adhere to these standards or your request will not be approved.

MAJOR CAMPING PERMIT SUBMITTAL PROCESS

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.

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.
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.
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.
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.
6. Referral agencies and adjacent property owners shall be given twenty-one (21) calendar days prior to the Planning Commission public hearing to comment.
7. 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.
8. 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.
9. 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.
10. The applicant may be required to provide additional information prior to the BOCC public hearing based on conditions/stipulations recommended by the Planning Commission.
11. 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.
12. 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.
13. 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.
14. 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.

MINOR CAMPING SUBMITTAL REQUIREMENTS

- Application Form and Fee.
- 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.

- 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.

- 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).
 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.

- 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

- 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.)

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

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.
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.
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

4. A valid driveway, as determined by the County Engineer, is required for all camping development.
5. For a commercial camping operation, the subject property shall have legal access from a County maintained public road.
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.
7. Parking: Off-street parking for one motor vehicle for each camping space shall be provided.

Sanitation and Water Supply

8. All forms of sanitation must be in conformance with the Environmental Health Department.
9. No waste of any kind, including graywater, shall be discharged into or allowed to accumulate on the ground surface.
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.
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.
12. Water Supply and Distribution:
 - a) Recreational Vehicles: Each campground shall be provided with one or more easily accessible watering stations for filling RV water storage tanks.
 - b) 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.

- c) 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.
- d) 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.

Other Performance Standards

- 13. Minimum Facilities for Tent Sites and Recreational Vehicle Spaces:
- 14. The area devoted to each tent site and recreational vehicle space shall be adequate to accommodate the following facilities:
- 15. Fire Facilities: Fire facilities shall be confined to a fire pit or fire circle, approved by the Fire Authority.
- 16. Parking Space: Each space shall be provided with one parking space.
- 17. Parking Barriers: Adequate barriers shall be provided to confine vehicles to driveways and parking spaces.
- 18. 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
- 19. Each campsite shall accommodate only one camping party and the camping vehicle or camping unit equipment occupied by persons within the same party.
- 20. 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.
- 21. 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.
- 22. 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.
- 23. 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.
- 24. 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.
- 25. Refuse Handling:
 - a) 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.
 - b) The owner shall provide for trash removal on a regular basis.

- c) All commercial campgrounds shall use only animal-proof trash containers.
- 26. **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.
- 27. **Flood Plain Restrictions:** No permit shall be granted for campgrounds proposed in 100 year flood plain areas.
- 28. **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.
- 29. **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.
- 30. **Camping Development** shall comply with Section 10- Development Standards, of the Clear Creek County Zoning Regulations.
- 31. All structures and associated development related to camping shall meet all other applicable Local, State, and Federal codes and regulations.
- 32. **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.

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:

- 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.
- 2. Complies with zoning regulations including use regulations and development regulations and standards.
- 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.
- 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.
- 5. Is not a detriment to public health, safety, and welfare.

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.

1. 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.
2. 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.

WARNING!

The following pages are form fill pages.
Not all browsers submit the following pages properly.
DO NOT USE GOOGLE CHROME
At this time, Google Chrome will not work with form fill.
Please choose another browser to complete your
application.
As always, save a copy for your files and call to verify
that your form submitted properly.

**DO NOT ASSUME THAT WE HAVE
RECEIVED YOUR APPLICATION.**

If you are attempting to make payment please wait for someone at Clear Creek
County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH
ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County
Community
Development
Department
PO Box 2000
Georgetown, CO 80444
Phone: 303-679-2436 Fax: 303-569-1103
planning@clearcreekcounty.us

Please call with any questions or to verify that your permit has submitted
successfully!

MAJOR CAMPING PERMIT APPLICATION

Application Fee: \$1500.00

CLEAR CREEK COUNTY PLANNING DEPARTMENT
Post Office Box 2000 / Georgetown, Colorado 80444
Phone (303) 679-2436 / FAX (303) 569-1103

APPLICANT/OWNER _____

HOME PHONE _____ WORK PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

LEGAL DESCRIPTION OF PROPERTY _____

¼ Section & Section-Township-Range or Subdivision-Lot & Block

CURRENT ZONING _____ TOTAL ACREAGE _____

PROPOSED TERM OF PERMIT _____ PARCEL# _____

DESCRIBE SPECIAL USE REQUESTED

DESCRIBE HISTORY OF PROPERTY / REASON FOR REQUEST

I (we) do hereby certify that information contained in or presented in connection with this Special Use Permit application is true and accurate to the best of my (our) knowledge and belief. I (we) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.

APPLICANT _____ DATE _____

OWNER _____ DATE _____