

TOWN/CITY LAND USE CODE

ARTICLE 10 – RV Parks

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10.1 Definitions

- A. As used in this Article, the following words and terms shall have the meaning ascribed to them in this Section:
1. Recreational vehicle. Recreational vehicle means a vehicular type unit primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted or drawn by another vehicle. The following shall be considered a recreational vehicle (RV):
 - a. *Camping trailer.* A canvas (or other type of material), folding vehicle of rigid construction, mounted on wheels and designed for travel and recreation.
 - b. *Motorized home, motor home and/or recreational bus or van.* A recreational vehicle consisting of a portable, temporary dwelling to be used for travel, recreation and vacation uses, and constructed as an integral part of a self-propelled vehicle.
 - c. *Pickup coach.* A vehicle designed to be mounted on or loaded into a truck chassis for use as a temporary dwelling for travel and recreation.
 - d. *Tent.* Protective fabric erected to provide protection from the elements.
 - e. *Travel trailer.* A towable vehicle designed as a temporary dwelling for travel and recreation.
 - f. *Travel trailer, self contained.* A trailer which can operate independently of connections to sewer, water and electric systems. It contains a water-flushed toilet, lavatory, shower or bath and kitchen sink, all of which are connected to water storage and sewage holding tanks located within the trailer.
 2. Recreational vehicle park. Recreational vehicle park means a parcel of land specifically developed for locating only recreational vehicles on lots on a short-term basis.
 3. Recreational vehicle site. Recreational vehicle site means a plot of ground within a recreational vehicle park intended for the accommodation of either a recreational vehicle, tent or other individual camping unit on a temporary basis.
 4. Sanitary facilities. Sanitary facilities means toilets, urinals, lavatories, showers, utility sinks and drinking fountains, and the service buildings containing these units.

5. Sanitary waste station. Sanitary waste station means a facility used for removing and disposing of waste from self-contained camping vehicle sewage holding tanks.
6. Service building. Service building means a structure housing toilet, lavatory, bath, laundry, service sink and other such sanitary facilities as may be required.

10.2 Review Process

- A. All new recreational vehicle parks or development on any recreational vehicle park, new or pre-existing, must submit all plans and specifications in detail for such development to the Planning Commission and obtain approval after formal public hearing from the Board of Trustees/City Council. No construction or development shall be commenced until approved by the Board of Trustees/City Council and a building permit issued.
- B. Permits for development of recreational vehicle parks shall be granted according to the conditional review process of this Code.
- C. The Building Inspector and Town/City Engineer shall inspect each new recreational vehicle park or space/site addition or construction on existing parks to determine compliance with the provisions of this Article and all other applicable ordinances, rules, regulations or codes. No occupancy shall be permitted or certificate of occupancy issued until said officials have made such determination in writing. Occupancy of the premises prior to issuance of a certificate of occupancy based on the above determination shall subject the violator to the penalties set forth in this Article. The above-named officials shall have authority to enter upon the premises for the purpose of such inspection at any reasonable time without notice or approval of the owner or manager.

10.3 Location of Recreational Vehicle Parks

- A. Recreational vehicle parks may be located in areas whose principal characteristic or activity is:
 1. Agricultural or open space;
 2. Highway service or highway commercial; or
 3. Commercial recreational areas.
- B. Recreational vehicle parks will not be permitted in any area zoned residential or in floodplain areas.

10.4 Park Development Standards

- A. **Site Conditions.** Conditions of soil, groundwater level, drainage and topography shall not create hazards to the property or the health or safety of the occupants. The site shall not be exposed to objectionable smoke, noise, odors or other adverse influences, and no portion subject to unpredictable flooding, subsidence or erosion shall be used for any purpose which would expose persons or property to hazards.

- B. **Soil and Groundcover.** Exposed ground surfaces in all parts of the recreational vehicle park shall be paved, or covered with stone screening or other solid materials, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

- C. **Drainage Requirements.** A drainage plan in accordance with the provisions of Section 4.7 B.1.h.iv. of this Code shall be developed for the recreational vehicle park.

10.5 Park Size and Density

- A. **Park Size.** The minimum gross area for a recreational vehicle park is five (5) acres. The maximum gross area allowed is ten (10) acres.

- B. **Park Density.** The maximum density shall not exceed twelve (12) recreational vehicles per gross acre.

- C. **Minimum Site Size.** Each recreational vehicle site shall contain a minimum of one thousand five hundred (1,500) square feet and shall have a minimum width of twenty-five (25) feet.

- D. **Site Pads.** Each site shall contain a vehicle parking pad of concrete or asphalt paving. Minimum length of the parking pad shall be thirty-five (35) feet. No part of a recreational vehicle or other unit placed on the lot pad shall be closer than five (5) feet to the edge of the lot.

- E. **Required Separation Between RV Vehicles.** Recreation vehicles shall be separated from each other and from other structures by at least ten (10) feet. Any accessory structure such as attached awnings or comforts for purposes of this separation requirement shall be considered to be part of the recreational vehicle.

- F. **Site Identification.** Each site for the parking of the recreational vehicle shall be identified by numbers, a minimum of three (3) inches in height, posted in a conspicuous place at the front of the site.

10.6 Roadways and Parking

- A. **Interior Roads.** All interior two-way roads shall be twenty-eight (28) feet minimum width and all interior one-way roads shall be twenty (20) feet minimum width. All roads shall be paved with asphalt and crowned to facilitate drainage. Roadways shall be designed for the safe and convenient movement of vehicles.
- B. **Parking Requirements.** At least one and one-half (1½) off-road parking spaces shall be provided in the park per recreation vehicle site. At least one (1) off-road parking space shall be provided at each site. No on street parking will be permitted.

10.7 Entrances and Exits

- A. **Locations and Access.** No entrance or exit from a recreational vehicle park shall be permitted through a residential district nor require movement of traffic from the park through a residential district.
- B. **Design of Access to Park.**
1. Entrances and exits to recreational vehicle parks shall be designed for the safe and convenient movement of traffic into and out of the park and to minimize marginal friction with free movement of traffic on adjacent streets.
 2. Each recreational vehicle park shall have a separate entrance and exit roadway, each of which shall not be less than twenty-eight (28) feet wide from flow line to flow line, shall be hard surfaced with asphalt or concrete and shall connect to a dedicated public right-of-way not less than forty (40) feet in width.
- C. **Access onto State Highways.** Access onto state-controlled highways or roads will require a permit from the State Department of Transportation. The design of the access will be according to Department of Transportation requirements.
- D. **Distance from Intersection.** Entrance driveways shall be located not closer than one hundred fifty (150) feet from the intersection of public streets.

10.8 Accessory Uses

- A.** Management headquarters, recreational facilities, toilets, dumping stations, showers, coin-operated laundry facilities and other uses and structures customarily incidental to operation of a recreational vehicle park and campground are permitted as accessory uses to the park.
- B.** In addition, stores, restaurants and other convenience establishments shall be permitted as accessory uses in recreational vehicle parks in districts where such uses are not allowed as principal uses, subject to the following restrictions:
 - 1.** Such establishments and the parking areas primarily related to their operations shall not occupy more than five (5) percent of the gross area of the park.
 - 2.** Such establishments shall be restricted in their uses to occupants of the park.
 - 3.** Such establishments shall present no visible evidence from any street outside the park of their commercial character which would attract customers other than occupants of the park.
 - 4.** The structure housing such facilities shall not be located closer than one hundred (100) feet to any public street, but shall be accessible only from a street within the park.

10.9 Open Space and Recreational Areas

- A.** A general area or areas amounting to not less than ten (10) percent of the gross area of the recreational vehicle park, excluding any area dedicated as public right-of-way, shall be provided for recreation and open space use.
- B.** Such areas shall not include any area designated as a recreational vehicle space, storage area, required yard, service building or sanitary facility or waste station area.
- C.** Recreational facilities shall be included in the ten (10) percent requirement for open space.

10.10 Buffering; Setbacks, Screening and Landscaping

A. Yards and Setbacks. Each recreational vehicle park shall set aside along the perimeter of the park the following areas which shall be landscaped and used for no other purpose:

1. Minimum front setback – twenty-five (25) feet except when the recreational vehicle park fronts on a state highway; then the minimum shall be fifty (50) feet.
2. Minimum side setback – when abutting residential districts, the side setback shall be fifty (50) feet; when abutting a dedicated public right-of-way, the side setback shall be twenty-five (25) feet on the side street; when abutting any other zone district, the side setback shall be fifteen (15) feet along the interior lot line.
3. Minimum rear setback – if the rear yard abuts a dedicated public right-of-way, the minimum shall be twenty-five (25) feet. If the rear yard abuts any other zoning district, the setback shall be fifteen (15) feet.

Summary of Yard Setbacks				
If yard abuts a:	<i>Residential District</i>	<i>Other District</i>	<i>Public Right-of-Way</i>	<i>State Highway</i>
<i>Front yard</i>	Not allowed	Not allowed	25'	50'
<i>Side yard</i>	50'	15'	25'	50'
<i>Rear yard</i>	50'	15'	25'	50'

B. Landscaping. A landscaping plan illustrating the placement and type of trees and shrubs must be submitted as part of the park development plan. The design of the landscaping must mitigate the visual impact of the recreational vehicle park on the surrounding area.

C. Boundary Fencing. Except for the front boundary, each recreational vehicle park shall be enclosed by a solid fence of wood or wall of concrete block or brick not less than eight (8) feet in height.

10.11 Utilities

- A. All Utilities Underground.** All public utilities within the recreational vehicle park shall be underground.
- B. Water Supply.** The water supply for the recreational vehicle park shall be provided by a delivery system that is owned and operated by a local government authority. The water system shall be connected by pipes to all service buildings and all recreational vehicle spaces. The water distribution system within the park shall meet the following minimum standards:
1. The water distribution system shall be designed, constructed and maintained in compliance with State Department of Health regulations and recommendations to provide a safe, potable and adequate supply of water.
 2. The distribution system shall not be connected to any nonpotable water supply nor be subject to any backflow or back siphonage.
 3. The distribution system shall deliver water at a minimum pressure of at least twenty (20) pounds per square inch and a minimum flow of at least one (1) gallon per minute at all outlets.
 4. The distribution system shall deliver a minimum volume of one hundred (100) gallons per day per recreational vehicle site.
 5. Water service lines, riser pipes and valves shall be installed and protected from damage by freezing, ground movement, vehicles or other damage sources.
 6. The riser pipe at each recreational vehicle site shall be at least one-half (½) inch in diameter and shall extend at least four (4) inches vertically above the ground elevation. It shall be equipped with a one-half (½) inch valve outlet with a threaded male spigot for attaching a standard garden hose.
 7. Tent camping sites shall be provided with common use water faucets located no more than one hundred fifty (150) feet from any campsite.
 8. Drinking fountains, if provided, shall be approved angle jet type with adequate water pressure.
 9. Spillage, overflow, drainage or wastewater from faucets and drinking fountains shall be discharged to approved drains to prevent impoundment of water, creation of mud holes or other nuisance conditions.

10. A water station for filling camping vehicle water storage tanks shall be provided at a rate of one (1) station for every one hundred (100) campsites. These shall be located not less than fifty (50) feet from a sanitary station. The station shall be posted with signs of durable material, not less than two (2) square feet, which state: POTABLE WATER – DO NOT USE TO FLUSH CAMPING VEHICLE WASTE TANKS. Such water stations shall consist of at least a three-quarter ($\frac{3}{4}$) inch pipe and valve outlet and shall be protected against the hazards of backflow and back siphonage by an approved vacuum breaker located downstream from the shutoff valve. The fill hose shall be suspended so that no part of the hose and its appurtenances will come into contact with the ground. A sign shall be posted at the entrance of the park indicating the provision of a sanitary station and water station.

C. Sewage Disposal. Facilities shall be provided and properly maintained for the collection and disposal or treatment and disposal of sewage.

1. Where a public sewer system is available, all plumbing fixtures, building sewers and campground sewers shall be connected thereto. If a public sewer system is not available, a private sewage collection and disposal facility meeting requirements of the State Water Quality Control Commission, the State Department of Health and other applicable local government sewage disposal requirements shall be installed and all building sewers and campground sewers connected thereto.
2. Solid and liquid wastes shall not be discharged or otherwise disposed of on the surface of the ground or into any well, cave, open ditch, stream, lake or reservoir.

D. Sewage Collection.

1. Sewage collection lines shall be laid in trenches of sufficient depth to be free of breakage from traffic, ground movement, agricultural activity or other sources of damage, and shall be separated from the water supply system by a horizontal distance of ten (10) feet and a vertical elevation of two (2) feet below water lines at crossing points unless pressure sewers are used.
2. The sewer lines shall be constructed of approved materials with adequate vents, watertight joints and sufficient cleanouts. All sewer lines shall have a minimum diameter of six (6) inches, except that a sewer lateral which serves no more than twenty-five (25) individual sewer connections for individual camping vehicle lots or no more than five (5) toilet connections may be four (4) inches in diameter.
3. Sewers shall be installed at a grade of at least one-eighth (c) inch per foot to ensure a velocity of two (2) feet per second when flowing full. Horizontal drainage lines connecting with other horizontal drainage lines shall enter through forty-five degree (45E) “y” branches or other combinations of equivalent sweep.

4. Cleanouts or manholes shall be provided at the upper end of each main sewer line, at intersections of two (2) or more sewer lines, changes in grade or alignment of more than forty-five degrees (45E), and at intervals of not more than four hundred (400) feet.
5. Individual sewer connections shall meet the following requirements: A four (4) inch inside diameter sewer lateral and riser pipe with the surrounding ground graded to drain from the rim of the riser pipe. The sewer lateral shall be properly trapped and vented if camping vehicles without individually trapped and vented plumbing fixtures are accommodated.
6. Dependent camping vehicles with a drain hose less than three (3) inches in diameter shall be connected with reducers and a screw or clamp-type fittings.
7. Drain outlets from independent camping vehicles shall be capped or connected with a durable, readily cleanable, nonabsorbent, corrosion-resistant, drain hose having an inside diameter of not less than three (3) inches. The sewer service connection shall be installed and maintained with a grade not less than one-quarter ($\frac{1}{4}$) inch per foot.
8. When the campsite is not occupied, the sewer riser pipe shall be adequately covered.
9. A flushing sink or other means of disposal shall be provided for disposal of liquid wastes from dependent camping vehicles, unless a sanitary waste station is provided and is conveniently located. The flushing sink shall be easily accessible and located at a distance of not more than three hundred (300) feet from any campsite. The sinks shall not be located in a room containing toilet, lavatory or bathing facilities, and toilets shall not be used for disposal of liquid wastes. Common-use faucets or hydrants and lavatories in service buildings shall not be used for cleaning fish and food, and for washing dishes, utensils, clothing or other articles of household use.
10. A sanitary waste station shall be provided for each one hundred (100) campsites or part thereof not equipped with individual sewer connections. Unless other approved means are used, the sanitary station shall be designed and constructed to include the following:
 - a. Easy ingress and egress from a service road for camping vehicles and located not less than fifty (50) feet from a campsite.
 - b. Connection to the sewer system by a trapped four (4) inch sewer riser pipe and vented not more than ten (10) feet downstream from the trap by a four (4) inch vent, adequately supported and extending at least eight (8) feet above the ground surface.

- c. The sewage inlet surrounded by a curbed concrete apron or trough of at least three (3) by three (3) feet, sloped to the inlet, and provided with a suitable hinged cover milled to fit tight.
 - d. A means for flushing the immediate area and a camping vehicle holding tank shall be provided at each sanitary waste station. It shall consist of a properly supported water riser pipe, terminating two (2) feet above the ground with a three-fourth (3/4) inch valved outlet which shall be protected against back siphonage and backflow by an approved vacuum breaker installation located downstream from the shutoff valve.
 - e. A sign, constructed of durable material and not less than two (2) feet square, posted adjacent to the water flushing outlet and inscribed with the warning: UNSAFE WATER FACILITY.
11. The plumbing shall be installed according to the most recent edition of the Uniform Plumbing Code as adopted by the Town/City.

E. Electricity and Natural Gas.

- 1. An electric outlet approved by an electric utility shall be provided for each recreational vehicle space. The installation shall comply with all state and local electrical codes. Such electrical outlets shall be weatherproof.
- 2. Street and yard lights shall be provided in such number and intensity as to ensure safe movement of vehicles and pedestrians at night. A light shall be located at each outside entrance of the service buildings, which shall be kept lighted during hours of darkness.
- 3. Where natural gas is provided, the installation will comply with all applicable State and Town/City building code regulations.

F. Utility Plans. Plans for water, sewer, electricity and natural gas along with letters of approval from the appropriate utility provider must be submitted to the Board of Trustees/City Council for approval.

10.12 Refuse Disposal

- A. The storage, collection and disposal of refuse shall be performed so as to minimize accidents, fire hazards, air pollution, odors, insects, rodents or other nuisance conditions.
- B. Durable, watertight, easily cleanable refuse containers, sufficient to contain all the refuse, shall be provided at each service building and sanitary waste station, or at a central storage area readily accessible and located not more than three hundred (300) feet from any campsite. Refuse containers shall be provided at the rate of eight (8) cubic feet (60 gallons) for each five (5) campsites. Individual trash cans at each recreational vehicle site may be provided. All containers for refuse shall be covered with close-fitting, fly tight covers.
- C. Refuse shall be collected and removed from the premises as often as necessary, but not less than once weekly, and disposed of at a lawful disposal site.
- D. No burning of refuse will be permitted at the recreational vehicle park.

10.13 Insect and Rodent Control

Insects and domestic rodents shall be controlled by elimination of breeding and harborage sources, proper sanitary practices, extermination, vermin proofing of buildings and other approved control methods.

10.14 Fire Prevention and Protection

- A. All recreational vehicle parks shall comply with the current Fire Code of the Town/City.
- B. Hand fire extinguishers of a type approved by the Town/City Fire Department shall be maintained in effective working order and located in convenient places in the ratio of one (1) to eight (8) recreational vehicle spaces. The location of fire extinguishers must be approved by the Fire Chief of the Town/City Fire Department.
- C. No outdoor fires will be allowed except in grills, ovens, stoves or park-provided fire boxes. Park-provided boxes must be approved by the Town/City Fire Department. No open fires are allowed.
- D. Fire plugs shall be located so that every site within the park can be reached with three hundred (300) feet of hose. (**OPTION:** Substitute the name of the local fire protection district for the Town's/City's Fire Department, if applicable).

10.15 Sanitary Facilities

- A.** Sanitary facilities shall be provided and installed in accordance with the latest edition of the Uniform Plumbing Code adopted by the Town/City.
- B.** Required toilet, lavatory and bathing facilities shall be provided in the following minimum numbers:

Campsites	Toilets		Urinals	Lavatories		Showers	
	M	F	M	M	F	M	F
15	1	1	1	1	1	1	1
16 – 30	1	2	1	2	2	1	1
31 – 45	2	2	1	3	3	1	1
46 – 60	2	3	2	3	3	2	2
61 – 80	3	4	2	4	4	2	2
81 – 100	3	4	2	4	4	3	3
101 – 120	4	5	3	5	5	4	4

M is Male
F is Female

- C.** At least one (1) toilet and shower facility shall be provided to accommodate handicapped persons.
- D.** No portable toilets will be allowed in recreational vehicle parks.

10.16 Service Buildings

- A.** Service buildings shall be constructed of easily cleanable, nonabsorbent materials, maintained in good repair and in a clean and sanitary condition. They shall be conveniently located at a distance of not less than ten (10) or more than four hundred (400) feet from any dependent camping vehicle lot or persons served in a recreational area.

- B.** Separate rooms containing required plumbing fixtures shall be provided for each sex and clearly marked “men” and “women.” If located in the same building, they shall be separated by a solid, sound-resistant wall extending from floor to ceiling. The entrances shall be so designed so that the plumbing fixtures are not visible from the outside. A landing shall be provided beyond each exterior door opening and shall have a width and length not less than the door opening.
- C.** The floors of service buildings shall have a smooth, impermeable and easily cleaned surface, sloped to drain. Floor drains, properly trapped, shall be provided in all shower baths and shower rooms to remove wastewater and to facilitate cleaning. The walls and ceilings of such buildings shall be finished, and the walls shall have a smooth, nonabsorbent, easily cleanable surface extending to a height of four (4) feet in toilet rooms and six (6) feet in shower rooms.
- D.** Every service building shall have a minimum ceiling height of seven and one-half (7 ½) feet. In rooms with sloping ceilings, the required ceiling height shall be provided in at least fifty (50) percent of the rooms, and no portion of any room having a ceiling height of less than five (5) feet shall be considered as contributing to the minimum required areas.
- E.** Every service building shall have at least one (1) window with direct and unobstructed opening to the outside for natural light and ventilation, unless other approved means of light and ventilation to the outside air are provided.
- F.** When necessary for exclusion of flies, mosquitoes and other insects, all exterior openings of service buildings shall be protected with fly screening of not less than sixteen (16) mesh per square inch, unless other approved protective devices are provided.
- G.** Every service building shall be provided with at least one (1) ceiling-type light fixture, at least one (1) separate double convenience outlet adjacent to the lavatories, and a light fixture at the outside entrance of the service building. All lights shall have wall switches; no pull cords shall be allowed.
- H.** Illumination levels of at least thirty (30) footcandles shall be maintained at lavatory mirrors and laundry room work areas, and at least five (5) footcandles shall be maintained for general seeing tasks and at the service building entrance area.
- I.** Service buildings shall be provided with approved heating facilities which are properly installed, maintained in a safe working condition and capable of maintaining a room temperature of sixty-eight degrees Fahrenheit (68EF).
- J.** Toilets and showers shall be separately installed to be individually accessible and to permit simultaneous use.

- K.** Each toilet shall be individually partitioned with a door to ensure privacy. The compartment shall be at least thirty (30) inches in width with at least twenty-four (24) inches of clear space in front of a toilet. The dividing partitions shall be at least five (5) feet in height with not less than six (6) inches nor more than twelve (12) inches separating the partition bottom and the floor. Toilets shall be provided with open-front seats.
- L.** Each shower shall be individually partitioned with a curtain, screen or door to afford privacy. Shower stalls shall not be less than thirty (30) inches by thirty (30) inches in area and shall be constructed to prevent water flow into the dressing room space. Shower floors shall be skid resistant or provided with disposable or with nonslip impervious mats. Wooden racks (dust boards) over shower floors are prohibited. Where impervious mats are used, they must be cleaned, dried and kept off the shower floor when not in use.
- M.** Dressing room space, screened from view and equivalent to the size of the shower floor area, shall be provided adjacent to bathing facilities and shall be equipped with a bench and clothes hook.
- N.** Hot and cold water under pressure shall be supplied to all required plumbing fixtures, except that cold water only shall be supplied to toilets. Tempered water may be delivered to showers and sinks to conserve heated water and heating equipment. The system shall be designed to prevent discharge of water in excess of one hundred twenty degrees Fahrenheit (120EF) at shower heads.
- O.** Hot water heating facilities shall have the capacity to provide a minimum of three (3) gallons of hot water (one hundred degrees Fahrenheit [100EF] rise) per hour per each campsite during times of peak demands.
- P.** Required plumbing fixtures shall be maintained in good working order and in clean and sanitary condition. Every service room containing sanitary fixtures shall be provided with a wastebasket.
- Q.** Toilets shall be provided with a toilet paper holder or dispenser and a supply of toilet paper and a covered receptacle, and lavatory areas shall be provided with clothes hooks, shelves and trash receptacles.
- R.** Service building construction shall conform to applicable provisions of the Uniform Building Code and existing local building codes, regarding “*Specifications for making buildings and facilities accessible to and useable by physically handicapped.*”

10.17 Safety

- A. All electrical wiring, equipment and appurtenances shall be installed and maintained in accordance with provisions of the National Electrical Code currently adopted by the Town/City.
- B. Liquid petroleum gas, fuel oil, gasoline and other flammable liquids shall be handled and used in a safe manner and shall not be stored inside or beneath any camping vehicle or within five (5) feet of a door of a camping vehicle.
- C. The grounds, buildings and related facilities shall be constructed, maintained and used in accordance with applicable local and State fire prevention regulations.
- D. Play equipment, when provided for children, shall be designed for safety, maintained in good repair and located in areas free from hazards.

10.18 Miscellaneous Regulations

- A. L.P. tanks shall be limited to one hundred (100) pound size.
- B. Storage buildings, lean-tos, bins or other outside storage facilities shall not be allowed at recreational vehicle sites.

10.19 Permanent Occupancy Prohibited

- A. No recreational vehicle shall be used as a permanent place of abode, dwelling or business or for indefinite periods of time. Continuous occupancy extending beyond three (3) months in any twelve month period shall be presumed to be permanent occupancy.
- B. Any action toward removal of wheels of a recreational vehicle except for temporary purposes of repair or to attach the trailer to the grounds for stabilizing purposes is hereby prohibited.

10.20 Development Application and Site Plan Requirements

- A. Before any permit is issued for construction and/or operation of any recreational vehicle park, a site plan and required documentation shall be submitted to and approved by the Board of Trustees/City Council. The plan shall be prepared by a registered land surveyor or a registered professional engineer, shall be drawn to a scale of no less than 1" = 100', and shall include as a minimum the following:
1. Name, address and telephone number of applicant.
 2. Interest of the applicant in the proposed park.
 3. Location, address and legal description of the entire proposed recreational vehicle park site.
 4. Existing zoning of subject property and all adjacent properties.
 5. Names and addresses of adjacent property owners.
 6. Complete engineering plans and specifications of the proposed recreational vehicle park showing:
 - a. The area and dimensions of the entire tract of land.
 - b. The land uses occupying the adjacent properties.
 - c. The number, size and location of the proposed vehicle sites and other parking areas.
 - d. The location, right-of-way and surfaced roadway width, and surfacing material of roadways and walkways.
 - e. The proposed interior vehicular and pedestrian circulation patterns.
 - f. The location of service buildings, sanitary stations and any other existing or proposed structure.
 - g. The location of water and sewer lines and riser pipes.
 - h. Plans and specifications of the water supply, sewage disposal and refuse facilities.
 - i. The locations and details of lighting, electric and gas systems.

- j. Plans for drainage, flood control and landscaping.
 - k. Plans and specifications of all buildings constructed or to be constructed within the recreational vehicle park.
 - l. Letters of review from utility agencies stating whether they can provide services to the recreational vehicle park.
 - m. Preliminary plat plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sheet size in blue or black ink.
 - n. An application fee of five hundred dollars (\$500.00).
- B. Where a recreational vehicle park development is proposed for construction in a series of stages, a master plan for the development of the entire tract of land shall be submitted along with the detailed plans and specifications for the initial stage, as well as any subsequent stages.
- C. After final approval of the preliminary plat by the Board of Trustees/City Council, two (2) mylar originals and seven (7) black on white or blue on white prints of the final plat with supporting documents shall be submitted to the Town/City Clerk. The final plat shall conform to the preliminary plat as approved at public hearings, and shall include all changes specified thereon or alterations of the preliminary plat required by the Board of Trustees/City Council. One (1) original shall remain with the Town/City Clerk for the Town's/City's records and one (1) original shall be recorded in the office of the County Clerk and Recorder. All recording fees shall be paid by the developer.

10.21 Licensing and Inspection

- A. **License Required.** It shall be unlawful for any person to operate any recreational vehicle park within the limits of the Town/City unless he or she holds a valid recreational vehicle park license issued annually by the Board of Trustees/City Council in the name of such person for the specific recreational vehicle park.
- B. **Application for License and Fee.** Application for a recreational park license shall be filed each calendar year with the Town/City Clerk. Applications shall be in writing, signed by the applicant, and shall contain the following information:
- 1. Name of applicant.
 - 2. Location and legal description of the recreational vehicle park.
 - 3. Complete plan drawn to scale showing all recreational vehicle lots, structures, roads, walkways and other service facilities. Plans shall be filed in subsequent years only if changes in the plan of the recreational vehicle park are to be made.

4. Such further information as may be requested by Town/City officials to enable them to determine if the proposed recreational vehicle park will comply with the requirements of this Article or other, applicable laws and ordinances.
 5. License fee: an annual license fee of one hundred dollars (\$100.00) plus thirty dollars (\$300.00) per recreational vehicle site whether occupied or not.
- C. **License Transfer.** Every person holding a license shall give written notice to the Town/City Clerk within twenty-four (24) hours after having sold, transferred, given away or otherwise disposed of interest in or control of any recreational vehicle park. Such notice shall include the name and address of the person succeeding to the ownership or control of such recreational vehicle park. Upon application in writing for transfer of the license and deposit of a fee of twenty-five dollars (\$25.00), the license shall be transferred if the recreational vehicle park is in compliance with all applicable provisions of this Article and regulations issued hereunder.
- D. **License to be Posted.** The license certificate shall be conspicuously posted in the office of the recreational vehicle park at all times.
- E. **Registration.** All recreational vehicles in the park must have a current valid registration.
- F. **Inspection.** The Building Official shall inspect each recreational vehicle park at least once annually to determine compliance with the provisions of this Article and all other applicable ordinances, rules, regulations or codes. Such official shall have the authority to enter upon the premises for the purpose of such inspections at any reasonable time without notice to the owner or manager.

10.22 Revocation of License

- A. When it appears to any police officer, the Fire Chief, the Building Inspector or the health officers that any person holding a license under this Article has violated or may have violated any of the provisions hereof, a written notice shall be served on such licensee and/or recreational vehicle park manager in person or by registered United States mail specifying the manner in which it is believed he or she has violated or may have violated this Article. Said notice shall require the owner and/or recreational park manager to appear before the Board of Trustees/City Council at a time specified therein, not less than ten (10) days after the service of said notice, and show cause why such license should not be suspended or revoked.
- B. At such time, said licensee or recreational vehicle park manager and member of the Fire, Police, Building or Health Departments of the Town/City may produce such evidence as may be relevant to determine whether the violation charged in the notice has been committed. If the Board of Trustees/City Council finds from the evidence that such violation has not been committed, it shall so advise the licensee and/or recreational vehicle park manager and dismiss the charge. If the Board of Trustees/City Council finds from the evidence that such violation has been committed, it shall so advise the licensee or recreational vehicle park manager and may forthwith put said person on probation for

thirty (30) days. If the violation is not corrected within such probationary period, the Board of Trustees/City Council may revoke or suspend the license held by such person or continue the probation for such period and on such conditions as it shall determine.

- C. It shall be unlawful for any person whose license has been revoked or suspended to operate, continue to operate or offer to operate any recreational vehicle park after the date of such revocation or during the term of such suspension, as the case may be.

10.23 Responsibilities of Management

- A. **Enforcement of Regulations.** The owner or operator of any recreational vehicle park shall arrange for the management and supervision of such recreational vehicle park so as to enforce or cause compliance with the provisions of this Article.
- B. **Maintenance.** The owner, operator or attendant of every recreational vehicle park shall assume full responsibility for maintaining in good repair and condition all facilities of the recreational vehicle park as required herein.
- C. **Office.** In every recreational vehicle park there shall be a designated office building in which shall be located the office of the person in charge of said park. A copy of all required Town/City and State licenses and permits shall at all times be kept in said office.
- D. **Management Duties.** It shall be the duty of the attendant or person in charge, together with the owner or operator, to:
1. Keep at all times a register of all tenants (which shall be open at all times to inspections by state, county and federal officers and officers of the Town/City) showing for all tenants:
 - a. Dates of entrance and departures.
 - b. License numbers of all recreational vehicles and towing vehicles or automobiles.
 - c. States issuing such license.
 2. Maintain the park in a clean, orderly and sanitary condition at all times.
 3. See that provisions of this Article are complied with and enforced and report promptly to the proper authorities any violations of law which may come to his or her attention.
 4. Report to local health authorities all cases known to the owner to be infected with any communicable diseases.

5. Pay promptly to the Town/City all license fees required by Town/City ordinances or other laws.
6. Prohibit the use of any recreational vehicle by a greater number of occupants than that which it is designed to accommodate.

10.24 – XX Reserved.