



Temporary Campground Permit Application

Lane County Land Management Division

3050 N. Delta Hwy, Eugene, OR 97408 Phone: (541) 682-3754 Fax: (541) 682-3947

DEPARTMENT USE ONLY

Permit #:

Building permits are issued under Oregon Administrative Rule (OAR) 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. **Applications are accepted only in person after a LMD Tech consultation.**

Customers may track the status of their permit application online at: www.lanecounty.org/LMDOnline

JOB SITE INFORMATION
Name of Campground/Event:
Job Site Address:
City/State/Zip:
Directions to Job Site:
Tax/Map/Parcel #: — — — —
DESCRIPTION OF EVENT
PROPERTY OWNER INFORMATION
Name:
Address:
City/State/Zip:
Phone:
Email:
ON-SITE EMERGENCY CONTACT INFORMATION
Name:
Address:
City/State/Zip:
Phone:
Email:
PAYMENT
LMD staff will contact you via email for payment or you can make a payment in person at the Customer Service Center at 3050 N. Delta Hwy, Eugene, OR 97408.
APPLICANT STATEMENT
I hereby certify that: 1) The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief; 2) I understand that fees paid in association with this application may not be refunded even if a permit is not ultimately issued for the project; 3) I am either the owner of the property for which this permit is being applied or am an authorized agent of the owner; and 4) The owner of record is knowledgeable of this application if I am not the owner.
Applicant Name:
Applicant Phone:
Applicant Email:
Applicant is: Property Owner Agent of Owner
I have completed the submittal requirements on Page 2 of this application.
Applicant Signature:

ABOUT THE EVENT	
Date overnight tent camping begins:	
Date overnight tent camping ends:	
Max. # of participants for the event:	
Max. # of participants for any one day:	
ATTACH THE FOLLOWING	
Site plans (see site plan requirements on Page 2)	
A detailed narrative explaining how the event meets the requirements are being met (see Page 2 for requirements)	
SPECIALTY PERMITS	
In addition to this application, please submit separate electrical, mechanical and/or plumbing permit applications as applicable.	
Separate building permits are required for stages over 30" in height or other structures including temporary structures, unless specifically exempt in Lane Code Chapter 11.	
Contact the Building Department with questions.	
TEMPORARY CAMPGROUND FEES (DEPARTMENT USE ONLY)	
(A) Building Permit Fee (2 inspections)	
(B) Land Use Review Fee	
(C) Plan Review Fee	
(D) Additional Plan Review, if required (\$89/hr with ½ hour minimum)	
(E) State Surcharge (12% of [A])	
(F) Long-Range Planning Surcharge (13% of [A+B+C+D])	
(G) LMD Admin Surcharge (15% of [A+B+C+D])	
(H) Technology Assessment (8% of [A+B+C+D], \$140 max)	
(I) Investigative Fee, if applicable (varies with non-compliance)	
TOTAL FEES AND SURCHARGES (A through I):	

DISCLAIMER: Fees calculated here are completely dependent upon the information provided. Staff may determine additional review fees not calculated here are applicable to your project upon review of your application.

Please note that additional permits may also be required by Lane County Environmental Health and the Lane County Public Works Right of Way Program & Local Fire Authority.

To be considered for remote review, submit the completed checklist of requirements with the application and supporting documents on Page 2.

PLAN SUBMITTAL FOR TEMPORARY CAMPGROUND

Temporary campground plans and specifications are required and must be of sufficient clarity to indicate the extent of the work proposed and show in detail that it will conform to the provisions of Lane Code 11.403 through 11.446 and as modified below, and Oregon Administrative Rule (OAR) 918-650.

The plans must be submitted with the Temporary Campground Permit application and include the following:

SITE PLAN REQUIREMENTS:

A site plan of the temporary campground must be provided on 11 x 17 paper and drawn to a standard engineering scale. The following information must be included on the site plan:

Property boundaries and dimensions.

A north arrow showing orientation.

Vehicle parking: Although the parking area is not required to have separate parking spaces striped, the site plan needs to show the parking layout with the spaces numbered and the total number of spaces available. Indicate ADA accessible parking. All drives and internal circulation patterns must also be clearly marked.

Electric outlets and site lighting.

Any existing structures and any proposed structures including food booths location(s), stages (include height above ground).

Vicinity map showing relationship of the developed area to adjacent properties and roads.

Delineate and dimension campsites: 20' x 20' (tent site); 24' x 36' vehicle or RV site.

Site Access: The site plan shall show the adjacent street(s) and vehicle access to the site. Internal vehicle and pedestrian circulation routes shall be shown.

Water supply: Identify the locations of hand-washing stations, wash station for cooking, water supply for fire safety, drinking water locations.

Sewage Disposal: Show locations of portable toilets or bathrooms. The number of portable toilets is 1 per 7 campsites (assuming 5 people per campsite). For each 4 toilets there shall be 1 hand washing station.

Show location of trash cans or containers: 1 trash can per 6 camp sites or equal (include recycling collection)

NARRATIVE REQUIREMENTS:

Describe the event including the number of anticipated participants (for each day; maximum at any one time)

Describe the site lighting at night for safety. The lighting needs to be bright enough to illuminate pathways without being a nuisance to neighbors.

Describe how water is provided for drinking, and sanitation (personal hygiene; washing any cooking/ eating utensils; fire safety)

Where compliance is not clearly shown on the site plan, please include enough information in the narrative describing how compliance is met.

SUBMITTAL DEADLINE:

Complete applications must be submitted to the Land Management Division 21 days prior to overnight camping for the event.

ADDITIONAL CONSIDERATIONS:

In order to be exempted from land use requirements only one event may occur on a site in a 90 day period.

Please note that any event lasting over 12 hours with an actual or reasonably anticipated attendance of 1,000 to 3,000 persons requires a separate Outdoor Assembly License issued by the Land Management Division pursuant to Lane Code 3.995.

Events with an actual or reasonably anticipated attendance 3,000 persons or more may require a Mass Gathering permit.

Check with the Planning Department for any restriction on activities in or near riparian areas or other special overlay zones.