



Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Food and Recreational Safety

PO Box 93586, Milwaukee, WI 53293-0586

Phone: (608) 224-4720 Fax (608) 224-4710

SPECIAL EVENT CAMPGROUND APPLICATION

Wis. Admin. Code ch. ATCP 79

This application must be submitted to the Department at least 30 days before the event. Mail the completed application and fee, check or money order, payable to WDATCP and mail to the address listed at the top of the application. Incomplete information may delay processing your application. **Please Type or Print Only**

NAME OF EVENT	COUNTY		
EVENT ADDRESS STREET	CITY	STATE	ZIP
LEGAL LICENSEE NAME (Name of sole proprietor, partnership, LLC, LLP, or Inc.)	EMAIL ADDRESS	PHONE: () -	
LICENSEE ADDRESS STREET	CITY	STATE	ZIP
DATE AND DURATION OF EVENT	TOTAL NUMBER OF CAMPSITES		
ESTIMATED NUMBER OF CAMPERS (Number of campsites x 6)	AREA OF LAND FOR INTENDED USE OF THE CAMPGROUND		

WATER SUPPLY (check one): Municipal Private Well

*Submit coliform bacterial analysis performed on private well(s) with this application.

WASTEWATER: Number of toilets to be provided:

Required Water Closets – Males:
1 per 125

Required Water Closets – Females:
1 per 65

Required Lavatories:
1 per 200

PORTABLE TOILETS	FLUSH TOILETS
Number of Males: _____	Number of Males: _____
Number of Females: _____	Number of Females: _____
Number of Lavatories: _____	Number of Hand Wash Sinks: _____

GARBAGE CONTAINERS (indicate number amount): _____

Check Appropriate License Category:

- \$175.00 1 – 25 sites
 \$250.00 26 – 50 sites
 \$305.00 51 – 100 sites
 \$355.00 101 – 199 sites
 \$410.00 Over 200 sites

Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable Wisconsin Administrative Code(s). Personal information you provide may be used for purposes other than that for which it was originally collected. Wis. Stat. § 15.04(1)(m)

APPLICANT SIGNATURE	DATE
---------------------	------

Please complete page 2 of this form

PLAN REQUIREMENTS

Chapter ATCP 79. **Special events campgrounds. (3) Application.** The application for a license for a special event campground shall be made to the department of its agent at least 30 days before a special event. The application for a license shall be made on an application form provided by the department or its agent and shall include all of the following:

- (a) The location of the event.
- (b) An estimate of the number of people to be accommodated.
- (c) The water supply source and distribution method.
- (d) The number and locations of toilet facilities and plans for servicing and maintenance.
- (e) The number and location of garbage and refuse disposal sites.
- (f) The methods for disposal of liquid waste.
- (g) The applicable fee specified under ch. ATCP 79 and any fees previously due to the department or its agent.

NOTE: Operators must consult the Department of Safety and Professional Services (DSPS) as well as local building and zoning authorities before commencing construction or modification.

Plan drawn to scale: Indicate scale on plan **or** provide dimensional plan indicating distances in linear feet.

Plan submittal checklist: The plan is to include the following features. Check off the features included on the plan. Any features not applicable indicate with "N/A". Do not leave blank.

<input type="checkbox"/> Campsites (new sites-minimum 800 square feet)	<input type="checkbox"/> Water Outlets
<input type="checkbox"/> Toilets and Urinals	<input type="checkbox"/> Wastewater Collection Methods and Approved Disposal Means and Location
<input type="checkbox"/> Handwashing / Hand Sanitizing Facilities	<input type="checkbox"/> Garbage / Refuse Containers
<input type="checkbox"/> Shower Facilities	<input type="checkbox"/> Permanent Buildings (if applicable)
<input type="checkbox"/> Designated Parking Areas	<input type="checkbox"/> Free Bottled Water Provided
<input type="checkbox"/> Power (check one):	
<input type="checkbox"/> Electricity Provided	
<input type="checkbox"/> Gas Generators	

This institution is an equal opportunity employer.