

CHILDREN'S CAMP LICENSE APPLICATION DIRECTIONS

1. **Camp Name:** refers to the name of what you call the camp site.
County: refers to the county in which the camp is located, not the county in which your business organization is located.
2. **Name of Camp Owner:** is the person or business organization which owns the camping facility. Mailing address and phone number are that of the person, or business organization that owns the camp.
3. **Name of Responsible Individual in Camp:** is the person who is in charge of the camp, that lives on site during the camping season. Camp mailing address and phone are those of the facility, not that of the person or business organization. If your camping facility does not have accessibility to telephone communications please indicate that to us.
4. **Date(s) of Operation of Camp:** is the camping season of your facility.
5. If you **LEASE** or **RENT** your facility out to other groups please provide that information to us. Keep in mind that only the owner of the camp needs to make an application for permit, not individual groups who will utilize the facility.
6. **How many people can the camp accommodate:** refers to the maximum number of attendees during any one scheduled camping event.
7. **Does the camp have a central kitchen?:** asks whether there is a permanent kitchen facility.
8. **Does the camp have a swimming pool?:** whether there is swimming available at the camp. Please inform us if your swimming facility is a pond, lake or creek (ie. other than a swimming pool).
9. **What kind of animals are in camp?:** refers to domesticated animals only, not wild animals.

Items 10 through 15 should be self-explanatory.

The application must be filled out completely: Do not leave any item blank. If you need more space to answer questions, please feel free to add additional pages. The more information the better! Should you have questions, please do not hesitate to contact you district Environmental Health office.

The application must be signed by the owner, governing board, or representative agent of the owner as listed under 2 of the application form.

Retain a copy for your records and mail or drop off a copy, along with the applicable application fee, the **last (2) copies of your water system analysis and a detailed Map and/or Directions to your camp to the Mohave County Environmental Health Division.**

**MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION
YOUTH CAMP LICENSE APPLICATION
(Title 8, Chapter 6, Article 1, Arizona Revised Statutes)**

- Please complete this application in full. (Use typewriter or ballpoint pen).
- A license to operate a Youth Camp is required of each operator whether or not he is the owner of the camp.
- A license to operate a Youth Camp is renewable annually.
- A separate application shall be made and license obtained for each camp, no Youth Camp shall be operated without first obtaining a license.

1. CAMP NAME: _____ COUNTY: _____

NAME OF CAMP OWNER: _____ PHONE: _____

MAILING ADDRESS: _____

3. NAME OF RESPONSIBLE INDIVIDUAL IN CAMP: _____ PHONE: _____

CAMP MAILING ADDRESS: _____

4. DATE(S) OF OPERATION OF CAMP: _____

5. DO YOU PLAN TO LEASE OR RENT THE CAMP TO ANY OTHER ORGANIZATION? ☐ YES ☐ NO

NAME AND ADDRESS OF ORGANIZATION(S)

DATES OF OPERATION

6. HOW MANY PEOPLE CAN THE CAMP ACCOMMODATE? _____ CAMPERS _____ STAFF

7. DOES THE CAMP HAVE A CENTRAL KITCHEN? ☐ YES ☐ NO

8. DOES THE CAMP HAVE A SWIMMING POOL? ☐ YES ☐ NO

9. WHAT KIND OF ANIMALS ARE IN CAMP? _____

10. DO DOGS HAVE CURRENT RABIES VACCINATION? ☐ YES ☐ NO

11. HAS THERE BEEN ANY NEW CONSTRUCTION OR REMODELING SINCE THE LAST INSPECTION? ☐ YES ☐ NO

12. WATER SUPPLY SOURCE: ☐ SPRING ☐ WELL ☐ LAKE ☐ STREAM ☐ MUNICIPAL

13. TYPE OF SEWAGE DISPOSAL SYSTEM: ☐ SEPTIC TANKS ☐ MUNICIPAL SYSTEM ☐ TREATMENT PLANT ☐ PRIVIES

14. METHOD OF GARBAGE AND REFUSE DISPOSAL:

☐ HAUL TO SANITARY LANDFILL ☐ MUNICIPAL SERVICE ☐ COMMERCIAL SERVICE

15. THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A LICENSE TO OPERATE A YOUTH CAMP: (Check as applicable)

RENEWAL ☐ NEW ☐ OWNER ☐ LESSEE

To the best of my knowledge the facilities conform to the requirements of the law, and rules and regulations of the Arizona Department of Health Services.
The camp will be operated in accordance with this law and rules and regulations of the Arizona Department of Health Services.

SIGNED: _____ DATE: _____

PRINT OR TYPE NAME: _____ TITLE: _____

ADDRESS: _____ PHONE: _____

PLEASE ENCLOSE A MAP AND/OR DIRECTIONS TO THE CAMP.

	MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH DIVISION		
BULLHEAD CITY 1130 HANCOCK ROAD ZIP 86442 (928) 758-0704	KINGMAN 3250 E. KINO AVENUE ZIP 86409 (928) 757-0901	LAKE HAVASU CITY 2001 COLLEGE DRIVE, STE. 95 ZIP 86403 (928) 453-0712	

ARS §11-1606 Application Process Notice Public Accommodations Permit

Under ARS §11-1606 Mohave County is required to give you the following information when you apply for a public accommodations permit:

The following steps are required to obtain a **Hotel/Motel, RV Park or Campground** permit:

1. For new facilities, a plan review must be conducted. Construction plans, plan review application and appropriate fee must be submitted to the Environmental Health Division (EHD)
2. EHD will review the plans for compliance and send a plan review letter to the applicant.
3. Applicant must respond in writing to the plan review letter indicating how they will meet any deficiencies outlined in the letter.
4. When construction is complete, the EHD will conduct an inspection for compliance with applicable requirements. If all requirements have been met, a permit may be obtained by submitting a permit application and fee.
5. For existing facilities that are not proposing any changes to the facility, a consultation inspection must be conducted. A service request must be filled out and submitted with the appropriate fee.
6. An appointment will be made with an inspector, followed up by the inspection of the facility to ensure all requirements are met. A plan review may be required for existing facilities at the discretion of the EHD.
7. If all requirements are met, a health permit may be obtained by submitting a permit application and fee to the office.

Applicable licensing time frames (business days):

Type of Approval	Authority	Overall Time-frame	Administrative Completeness Review	Substantive Review
Hotel/Motel, RV Park, Campground	MC Ordinance 2007-09	60	30	30

The following steps are required to obtain a **Children's Camp** permit:

1. For new facilities, a plan review must be conducted. Construction plans, plan review application and appropriate fee must be submitted to the EHD.
2. EHD will review the plans for compliance and send a plan review letter to the applicant.
3. Applicant must respond in writing to the plan review letter indicating how they will meet any deficiencies outlined within the letter.
4. When construction is complete, the EHD will conduct an inspection for compliance with applicable requirements. If all requirements have been met, a permit may be obtained by submitting a permit/license application and fee.
5. For existing facilities that are not proposing any changes to the facility, a consultation inspection must be conducted. A service request must be filled out and submitted with the appropriate fee.
6. An appointment will be made with an inspector, followed up by the inspection of the facility to ensure all requirements are met. A plan review may be required for existing facilities at the discretion of the EHD.
7. If all requirements are met, a permit may be obtained by submitting a permit/license application and fee to the office.

Applicable licensing time frames can be found in the Arizona Administrative Code, R9-8-403 and may be extended per AAC R9-8-403(A): Overall timeframe (in days): 60; Administrative Review: 30; Substantive Review: 30

Name and telephone number of a person who can answer questions or provide assistance during the application process: Your assigned inspector either in person or by phone at the offices and numbers listed above. If you are unable to receive assistance, you may contact the Environmental Health Supervisor at the Kingman office (number listed above).

Under ARS §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your permit by providing the County with a written request that states: 1. Your name and address; 2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 3. Any facts relevant to the requested ruling; 4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.

	MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH DIVISION		
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A.R.S. §11-1602: REGULATORY BILL OF RIGHTS

To ensure fair and open regulation by counties, a person:

1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against a county in a court proceeding regarding a county decision as provided in section 12-348.
2. Is entitled to receive information and notice regarding inspections as provided in section 11-1603.
3. Is entitled to have a county not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 11-1604.
4. May have a county approve or deny the person's license application within a predetermined period of time as provided in section 11-1605.
5. Is entitled to receive written or electronic notice from a county on denial of a license application that:
 - (a) Justifies the denial with references to the statute, ordinance, regulation, delegation agreement or authorized substantive policy statements on which the denial is based as provided in section 11-1605.
 - (b) Explains the applicant's right to appeal the denial as provided in section 11-1605.
6. Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 11-1606.
7. May inspect all ordinances, regulations, rules and substantive policy statements of a county, including a directory of documents, at the office of the county or on the county's website as provided in section 11-1607.
8. Unless specifically authorized, may expect counties to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 11-1604.
9. May file a complaint with the board of supervisors concerning an ordinance, regulation, rule or substantive policy statement that fails to comply with this section.
10. As provided in section 11-1604, is entitled to have a county not request or initiate discussions about waiving any of the rights prescribed in this section.
11. May participate in the rule development process as provided in section 11-251.18, including providing written or verbal comments on proposed rules to a county department or agency and having the agency or department address comments as provided in section 11-251.18.

A.R.S. §11-1604: PROHIBITED ACTS BY COUNTY AND EMPLOYEES; ENFORCEMENT; NOTICE

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.