



Canada's Tournament Capital

Campground Guidelines for Development Within the City of Kamloops

Amended June 22, 2016

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1.0 INTRODUCTION

1.1 Objective

The Planning and Development Division has prepared this document in order to assist developers in proceeding with the maintenance and approved development and/or expansion of campgrounds within the City of Kamloops by providing an understanding of the quality level of work expected and by providing information regarding the design, layout, completion, and development of the project.

2.0 Definitions

In this document, all words and expressions shall have their normal or common meaning except where they are changed, modified, or expanded.

"Approval" means approval in writing.

"Buffer area" means the setback of development from the property lines.

"Campground" means a site occupied and maintained, or intended to be occupied and maintained, for the temporary accommodation of travellers in trailers, recreation vehicles, or tents, that is either operated for remuneration or is licensed accommodation under the regulations made pursuant to the *Travel Regulation Act*, R.S.B.C. 1996, Chapter 460, as amended from time to time, but does not include mobile home park, hotel, motel, motor hotel, resort, or a camp licensed under the *Community Care Facility Act*, R.S.B.C. 1996, Chapter 60.

"Camping space" means an area in a campground used for tent, trailer, or recreational vehicles, with vehicle parking.

"City" means the City of Kamloops.

"Dependent trailer" means a trailer other than an independent trailer.

"Independent trailer" means a trailer or recreational vehicle equipped with a water closet and a place for washing, wastes from both of which may be disposed of directly into a sewage system through a drain connection.

"Medical Health Officer" means the Medical Health Officer appointed under the *Health Act*, R.S.B.C. 1996, Chapter 179.

"Natural boundary" means the visible high water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water, a character distinct from that of the banks thereof, in respect to vegetation, as well as respect to the nature of the soil itself.

"Owner" means an owner, agent, lessor, or manager of, or any person who operates, a campground.

"Parcel" means an area of land registered as a separate title under the *Land Title Act*, R.S.B.C. 1996, Chapter 250.

"Person" means any individual, firm, company, association, society, corporation, group, or municipality.

"Potable water" means water that is approved for drinking purposes by the Ministry of Health.

"Roadway" means an allowance within a campground, part or all of which is made suitable for normal vehicular use.

"Service building" means a building for the common use of the campsite patrons and may include washroom and bathing facilities or such sanitation facilities as are recommended by campground office, campground store, or take out window, recreational buildings, laundry, and other service facilities.

"Tenting space" means an area in a campground used for tenting that need not be directly accessible by vehicle.

3.0 CAMPGROUND ADMINISTRATION, APPLICATION APPROVAL, AND PERMIT

3.1 Administration

1. The Development, Engineering, and Sustainability Director is responsible for the administration of these guidelines.
2. Staff from the Planning and Development Division are the people designated to carry out duties under these guidelines.
3. Staff from the Planning and Development Division may enter any campground at any reasonable time for the purpose of administering or enforcing these guidelines.

3.2 Application Plans and Specifications

All applications for a permit to construct, alter, or expand a campground shall be made in writing to the Planning and Development Division and shall include a rezoning application containing the following:

1. The name and address of the applicant.
2. Five copies of a plan or plans drawn to scale showing:
 - the area, dimensions, and legal description of the parcel of land
 - the dimensions and location of the buffer area
 - the number, location, and dimensions of all camping spaces, the campground office, the campground area, storage areas (if any), and service buildings
 - the internal layouts of all service ancillary buildings and other structures, apart from the owner's residence
 - the location and details of the source of water, treatment plants, water distribution lines, and outlets

- the location and details of all connections to the sewer, sewer lines, septic tank(s) and subsurface disposal field, or other private sewage treatment plants and disposal methods
 - the storm drainage systems
 - the location and detail of all on-site garbage and refuse disposal areas
 - the north arrow and notation of the scales used
 - a detailed landscaping plan for the site
 - utility and other existing easements or rights-of-way
 - all watercourses or water frontage within or adjacent to the land concerned
 - existing ground contours or spot elevations of existing ground and proposed final grades
 - the relationship of the proposed campground park to adjacent roads/highways
 - other such information that the Development, Engineering, and Sustainability Director may require
2. A state of title certificate.
 3. If the applicant is not the owner, written authorization is required authorizing the agent to undertake the work.

3.3 Approval and building permit

1. No person shall establish, construct, or alter a campground until written approval or detailed plans and specifications are received and building permits issued.
2. Within 30 days of the receipt of a complete application for a building permit, either a building permit will be granted or the applicant will be notified, in writing, why the building permit is being refused or withheld. If the building permit is withheld or refused, the reasons shall be stated in the notice to the applicant.
3. A building permit allows the establishment of a campground on the land concerned only in compliance with the plan approved and building permit issued and all pertinent municipal bylaws and provincial regulations.
4. An occupancy permit for a campground will only be issued upon completion and approval of all construction and landscaping or on receipt of acceptable security that landscaping will be completed in accordance with an approved plan.
5. Separate permits are required for any buildings, structures, septic tanks, and/or signs.

4.0 GENERAL PROVISIONS

1. All parcels or parts of land included in a campground shall be contiguous.
2. The plumbing and building in any campground including additions and alterations shall comply with all applicable by-laws and regulations in force in the City of Kamloops.
3. Every campground shall comply with all regulations made pursuant to the *Fire Services Act*, R.S.B.C. 1996, Chapter 144, as amended from time to time.

4. No person shall develop the site for a campground in such a manner that surface water is diverted from the site onto adjacent property.
5. No person shall locate or extend a campground except on a site that is well drained and is at all times free of stagnant pools.
6. Where substantial site grading is required to develop a site as a campground, it may be required that all aspects of the site grading be supervised by and certified by a professional engineer who is registered in the Province of British Columbia.
7. No person shall dispose of garbage or refuse or any sort of waste except in accordance with regulations of the City.
8. A site map at the entrance to the development identifying the location of each camping space must be clearly marked, easily identifiable, and illuminated.
9. No more than two 14 kg propane cylinders shall be permitted on each camping space.
10. No permanent construction, such as decks, stairs, skirting, storage sheds, or other similar structures, shall be permitted.

5.0 CAMPGROUND FACILITIES AND LAYOUT STANDARDS

5.1 Permitted Uses

Within a campground, only the following uses may be permitted:

- camping spaces for use by tents, trailers, or recreational vehicles
- one dwelling unit for the accommodation of the owner or operator
- recreation areas
- common storage area for the storage of recreational vehicles, boats, etc.
- service buildings or structures ancillary to the above, including one campground store subject to Section 5.8, washrooms and laundry facilities; campground office; docking and launching facilities with the sale of marine fuel; and recreation buildings and structures, including swimming pools.

5.2 Identification Signs

Signs are permitted subject to the provisions of the City's Sign Regulations Bylaw, as amended from time to time.

5.3 Site Area

The minimum site area for a campground shall be 1 ha.

5.4 Camping Spaces

1. The minimum area for each camping space shall be 85 m². One parking space adjacent to the roadway shall be provided within each camping space.

2. Each campsite shall have a clearly identifiable camping area that is surfaced with grass, compacted gravel, or with a material that otherwise renders the space free from mud and dust, at all times. Each campsite space shall be clearly identified by a number or similar designation.

5.5 Tenting Spaces

Areas for groups or clusters of tenting spaces may be established within a campground. A communal parking area, conveniently located to the tenting spaces and adjacent to the roadway, shall be provided. One parking space shall be provided for each 90 m² of grouped or clustered tenting space area.

5.6 Buffer Area

1. Buffer areas shall be provided as follows:
 - a minimum of 6 m along that portion of the property fronting a street
 - a minimum of 1.5 m along sides not fronting a street
2. The only roadways permitted in the buffer area are those that cross it as close to right angles as practicable and connect directly with the roadway system contained within the remainder of the campground.

5.7 Owner's Residence and Campground Office Space

1. Within a campground, a dwelling unit including office space may be provided for the accommodation of the owner or operator of the campground. The minimum site area for such facility shall be 550 m².
2. An owner's residence plot shall include sufficient area to provide two off-street parking spaces for the owner's use and minimum of 2 parking spaces for visitors and customers.
3. An owner's residence and/or office shall be sited a minimum distance of 6 m from a camping space.

5.8 Retail Facility and Campground Office Space

1. A retail facility for the purpose of selling groceries, perishable items, camping supplies, and souvenirs, including campground office space, is permitted to serve the campground provided the maximum floor area is in accordance with the following table:

Number of Camping Spaces	Maximum Retail/Office Floor Area
49 spaces or less	40 m ²
50 spaces or more	40 m ² plus 0.3 m ² /space in excess of 50 spaces up to a maximum floor area of 55 m ²

2. Fast food preparation and sales, subject to the regulations governing sanitation and operation made pursuant to the *Health Act*, in conjunction with the ongoing sales in groceries, perishable items, camping supplies, and souvenirs are permitted, provided that the services do not exceed 10% of the gross floor area of the retail facility.

5.9 Customer's Parking/Holding Area

Within a 30 m radius of the campground entrances or office, a customer's parking/holding area in an amount of 20 m² for each 10 camping spaces up to a maximum of 60 m² shall be provided for the convenience and safety of the customers.

5.10 Roadways

1. Camping spaces, owner's or operator's residence, service buildings, and other facilities where access is required shall have physical access by an internal roadway system only.
2. Internal roadways giving access to and from camping spaces shall have a minimum width of 4.3 m for a one-way access and 7.3 m for a two-way access.
3. Roadways in a campground shall be well drained and maintained in such a manner as to render them free from dust at all times.
4. Roads shall be adapted to the topography and shall have suitable gradient for safety of traffic, to a maximum of 10%.

5.11 Fence Height

1. Fences over 1 m in height shall not be permitted:
 - on any portion of the lot boundary which abuts a street
 - within any buffer area which abuts a street
 - on the common lot line between a campground and the required front yard of an adjacent lot, where applicable
2. Fences over 2 m in height shall not be permitted along any other lot boundary.
3. There shall be no obstruction to the line of vision above the 1 m level measured from the average height of the crown of the street within an area bounded by the centre line of intersecting or intercepting streets and a line joining on each of the centre lines 24.5 m from their intersection.
4. Notwithstanding the requirements of subsections 1, 2, and 3 above, where a buffer area fronts upon a major traffic artery, privacy screening in the form of hedges or like shrubbery may be approved by the Planning and Development Division to a maximum height of 2 m provided that the requirements of subsection 3 herein are not violated.

5.12 Recreation Area

1. Not less than 5% of the gross site area of the campground shall be devoted to the camper's recreational use and shall be provided in a convenient and accessible location.
2. The recreation area shall not include buffer areas, parking areas, camping spaces, driveways, and storage areas.

5.13 Landscaping

1. The plans submitted for a building permit for campground development shall be accompanied by a detailed landscape plan approved by the Planning and Development Division clearly showing the extent and type of landscaping proposed as well as the manner by which the garbage enclosures and service kiosks will be screened and landscaped.
2. No building permit shall be approved until security acceptable to the City in an amount to be determined by the Planning and Development Division has been deposited with the City. The security shall be posted for a sufficient period of time to guarantee the satisfactory completion of the landscaping in accordance with the plans approved by the City and shall be released only upon the approval of the Planning and Development Division.
3. All landscaping must be completed within 30 days of the date of issuance of the occupancy permit for the development. Where seasonal weather conditions prevent compliance with this deadline, additional time for completion of the landscaping may be granted by the Planning and Development Division. If the landscaping is not completed within the designated time, the Planning and Development Division may appropriate the security for the purpose of entering upon the subject property and completing the landscaping. If the security deposited is found to be insufficient to satisfactorily complete the landscaping in accordance with the plans approved by the City, the City may add the additional cost for so doing on the owner's current year's taxes.
4. All landscaping required under this section shall be maintained in good condition to the satisfaction of the Planning and Development Division, and in the event of failure to comply, the City may enter upon the lands and repair and maintain the said landscaping at the expense of the owner, and the cost for so doing may be added to the current year's taxes.

6.0 SERVICE FACILITIES AND BUILDINGS

6.1 Water Supply

1. The owner of a campground shall provide an approved supply system of potable water.
2. A camping space shall not be more than 60 m from a domestic water standpipe.

3. Where a camping site is equipped with water service connections, they shall be so constructed that they will not be damaged by the parking of vehicles (trailers).
4. Water outlets shall be protected against contamination during connection and disconnection of water or sewer connecting pipes and hoses.

6.2 Sewage Disposal

1. The owner of a campground shall provide for disposal of all wastewater and of all human excretion generated within the campground by causing all sewage and wastewater to be discharge into a public sewer or into an approved private sewage disposal system.
2. The owner shall obtain a plumbing permit to construct a sewage disposal system. Private sewage disposal systems require approval of the appropriate government agency(ies) according to the amount of discharge generated.
3. Where a camping space is provided with a sewer connection, this connection shall be at least 7.6 cm in size extending above the surrounding grade from a 7.6 cm trap and shall be located in the rear third of the camping space convenient to the connection of the trailer. The sewer connection shall be provided with suitable fitting so a watertight connection can be made. The connection shall be constructed so that it can be closed when not linked to a trailer.

6.3 Service Buildings

1. The campground shall be provided with at least one service building equipped with flush type fixtures and other sanitary facilities as required/prescribed below for tenting and dependent trailers:

Number of Camping Spaces	Toilets Men	Toilets Women	Urinals Men	Wash Basins Men	Wash Basins Women	Showers Men	Showers Women	Other Fixtures
1-15	1	1	1	1	1	1	1	1 slop sink
16-30	1	2	1	2	2	1	1	1 slop sink
31-45	2	2	1	3	3	1	1	1 slop sink
46-60	2	3	2	3	3	2	2	1 slop sink
61-80	3	4	2	4	4	2	2	1 slop sink
81-100	3	4	2	4	4	3	3	1 slop sink

For campgrounds that have more than 100 dependent trailer and tent spaces, one additional toilet and washbasin shall be provided for each sex for each additional 30 dependent trailers and tent spaces; one additional shower shall be provided for each sex for each additional 40 dependent trailers and tent spaces; and one additional men's urinal shall be provided for each additional 100 dependent trailer and tent spaces.

2. Service buildings shall:
 - be located at least 4.5 m and not more than 150 m from any camping space; the 150 m distance shall not apply to an independent trailer camping space
 - be of permanent construction and adequately lighted
 - have walls, floors, and partitions that can be easily cleaned (and will not be damaged by frequent hosing, wetting, or disinfecting)
 - have all rooms well ventilated, with all openings effectively screened
 - provide separate compartments for each bathtub or shower and toilet and a tight partition to separate those facilities designated for males and females
3. Laundry facilities shall:
 - be provided in the ratio of one laundry unit for every 30 camping spaces and shall be in a separate room of a service building or in a separate building
 - have a laundry unit that consists of not less than one laundry tub and one clothes washing machine in working order
 - waive requirements of the two items above if there are launderette facilities available to the public within 8 km (vehicle/road travelled distance) of a campground

6.4 Sewage Disposal System

1. Where a campground contains camping spaces for use by independent trailers, the owner shall provide an independent trailer sewage disposal station for the purpose of receiving the contents of independent trailer sewage storage tank. Independent trailer sewage disposal stations shall be constructed in accordance with the City's plumbing regulations.
2. An independent trailer sewage disposal station shall be located in an area apart from any roadway and out of which a trailer may be easily and conveniently moved.

6.5 Garbage Disposal

The owner of a campground shall:

- provide for every two camping spaces and for every four tenting spaces a container that is durable, fly tight, watertight, and rodent proof for the disposal of all garbage
- maintain the containers so that they shall not become foul smelling, unsightly, or a breeding place for flies
- be responsible for ensuring that no person shall dispose of garbage, waste, or refuse except in accordance with the arrangements made for the campground

6.6 Supervision

1. The owner of a campground shall maintain all equipment in or on the campground in a clean, safe, and sanitary condition.
2. The owner of a campground shall not register or accommodate more parties or campers than there are camping spaces.

3. The owner shall take adequate steps to exterminate rodents and keep the campground free therefrom.
4. Every campground shall be kept free of inflammable debris and rubbish at all times.
5. Fires shall be made only in stoves, incinerators, outdoor barbecues, or other equipment or structures designed for that purpose.