



### **TRAILER COURT/CAMPGROUND LICENSING POLICY**

The District Sanitarian’s office shall require during the pre-licensing inspection of new, change-of-owner or previously licensed trailer court or campground or addition of units to an existing license that a written document from the appropriate agency or company indicates the utilities (liquid and/or gas energy system(s) and/or electrical services), drinking water system, solid waste removal and county planner and/or zoning requirements are in compliance with existing regulations. Failure to submit the written documents will result in not issuing the license to operate the facility.

This policy is allowable under Montana Code Annotated (MCA) 50-2-116 (3)—reasonable and necessary public health services; MCA 50-2-118 (1)—orders of public health importance, and Administrative Rules Montana (ARM) 37.111.205 (4)—utilities; ARM 37.111.217 (2)—solid waste; ARM 37.111.205 (1)(c)—public water; ARM 37.111.205 (10) and MCA 76-04-104; 76-3-208—subdivision review; and ARM 37.111.215.1 and 37.111.215.5—water testing

**DATE:** January 31, 2012 (revised May 23, 2012)

**RECORDING PROCEDURE:** The pre-licensing inspection and application shall be recorded on a form obtained and/or approved by the State of Montana Department of Public Health and Human Services.

**WHO:** Only by qualified staff.

**RESPONSE PROCEDURE:** In accordance with MCA 50-52-208 (3), within 15 days or less of receipt of a completed application and appropriate fee, the District Sanitarian will accept or reject the application in writing.

During the pre-licensing inspection process, the applicant must submit the following that are applicable:

**ELECTRICAL:** provide written documentation on official letterhead that the electrical system outside the dwelling units is in compliance with existing regulations. The documentation must be from at least one of the following: the electrical service provider or State of Montana-registered Professional Engineer or State of Montana-registered Electrician;

**ENERGY:** provide written documentation on official letterhead that the liquid and/or gas energy system(s) outside the dwelling units is/are in compliance with existing regulations. The documentation must be from at least one of the following: the energy provider or State of Montana-registered Professional Engineer or state or local fire official;

**WATER SUPPLY:** provide written documentation on official letterhead that the potable water system(s) outside the dwelling units is/are in compliance with existing public water regulations. The documentation must be from at least one of the following: the State of Montana Department of Environmental Quality or State of Montana-registered Professional Engineer or State of Montana Department of Environmental Quality-regulated water provider;

**WATER TEST RESULTS:** Submit written results for levels of coliform bacteria and nitrates from a State of Montana Department of Environmental Quality certified testing laboratory. The test must have been performed within 12 months of the application date;

**SOLID WASTE:** Submit one copy of solid waste hauler contract or verifiable plan, which indicates at least weekly removal of organic material. Open burning of food waste and many other items are not permitted in Dawson County;

**COUNTY PLANNING/ZONING:** Submit a county officer's or officers' statement(s) indicating compliance and/or non-compliance with subdivision regulations related to the license application, under MCA 76-3-208. Subvision review is required for land parcels created for rent or lease;

**OTHER:** Additional written documentation may be required, as needed and germane to environmental health issues, such as:

- Wastewater systems;
- Underground storage tanks;
- Other items specific to the proposed site.

In most cases, the local sanitarian can deduce whether the wastewater system is in compliance with existing regulations without the need for third-party written documentation. However, this may not always be possible. If needed, this information will be requested during the plan review process, after the prospective license applicant has submitted a plan to the regulatory authority.