



**Public Health**  
Prevent. Promote. Protect.



**Horizon Environmental Health**  
Serving Douglas & Pope Counties  
809 Elm Street, Suite 1200  
Alexandria MN 56308  
[horizonpublichealth.org](http://horizonpublichealth.org)

**Alicia Lang, Registered Sanitarian**  
320.762.2986  
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**Manufactured Home Park/Recreational Camping Area Plan Review Application**

**Park/Camp Information**

Park/Camp Name:				
Park/Camp Address: (Physical Location)				
	Street	City	State	Zip
County:	Business Phone:			

Check One:     New Construction     Addition/Expansion     Remodel of shower/toilet building/common building  
 Type of Project :     Mobile Home Park     Recreational Camping Area  
 Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_

**Submitter Information**

Contact Name/Company Name:				
Mailing Address:				
	Street	City	State	Zip
Contact phone:	Email:			

**Owner Information (if different from submitter)**

Owner Name/Company:				
Mailing Address:				
	Street	City	State	Zip
Owner phone:	Email:			

**Contractor/Architect/Engineer Information (if different from submitter/owner)**

Contact Name/Company Name:				
Mailing Address:				
	Street	City	State	Zip
Contact phone:	Email:			

**Continued on Page 2**

**Additional Park/Camp Information:**

**Type of operation:**     Year Round     Seasonal – if seasonal, months of operation: \_\_\_\_\_ to \_\_\_\_\_

**Type of Water:**         Municipal Water         Private Water - if private water, unique well #: \_\_\_\_\_

**Type of Sewage Treatment:**     Municipal Sewer         Private Sewer

**Number/Type of Sites Applied For:**

Manufactured home sites - \_\_\_\_\_

Independent Camp Sites (sites WITH sewer connections) - \_\_\_\_\_

Dependent Camp Sites (sites WITHOUT sewer connections) - \_\_\_\_\_

**Is there a public pool/spa at the park/camp?**         No     Yes – License #: \_\_\_\_\_

**Is there food/beverage service at the park/camp?**  No     Yes – License #: \_\_\_\_\_

**Is there lodging at the park/camp?**                     No     Yes – License #: \_\_\_\_\_

**Number of fixtures, if provided:**

Men:     Flush Toilets - \_\_\_\_\_     Privies - \_\_\_\_\_     Showers - \_\_\_\_\_     Urinals - \_\_\_\_\_     Sinks - \_\_\_\_\_

Women:  Flush Toilets - \_\_\_\_\_     Privies - \_\_\_\_\_     Showers - \_\_\_\_\_                     Urinals - \_\_\_\_\_     Sinks - \_\_\_\_\_

**Manufactured Home Parks Only:**

Date of approved storm shelter construction (10 or more mobile home sites): \_\_\_\_\_

OR

Date of evacuation plan approval (10 or less mobile home sites): \_\_\_\_\_

**Documents Required For Applying**

Pages 1-4 of this application

Payment for plan review fee, made payable to: **Horizon Public Health**

***Fees: \$520.00 for new; \$345.00 for addition/expansion/remodel of existing***

Statement of what is proposed for review

A plot/site plan showing the boundaries of the entire tract of land upon which the proposed MHP or RCA is to be located or changes/to the existing park. Plans must be drawn to scale, be legible, and complete. Plans must include:

-land area/acreage

-dimensions of sites,

-location of existing facilities including permanent buildings and dimensions,

-location of landforms on the property (lakes, streams, rivers, ponds, wetlands, bluffs, etc.),

-location of all wells and on-site sewage treatment systems with distances between each system,

-water and sewer lines and electrical hook-ups with distance between each,

-locations of all roads and driveways, public and private,

-location of parking areas; and

-location and type of night lights and any other pertinent information.

A copy of the land use permit, zoning permit, or statement from the local unit of government (ie City/County) granting zoning approval for the use or expansion of the land as a MHP or RCA.

Separate plumbing plans must be submitted for any new plumbing installations including all water and sewer lines and on-site sewage treatment systems, if provided. All plumbing must be installed in accordance with the Minnesota Plumbing Code. Contact the Department of Labor and Industry, Plumbing Unit, at 651-284-5067 or 1-800-926-6216 for more information.

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- Include a copy of the Well & Boring Construction Record(s) or Well & Boring Sealing Record(s) for the wells located on the property. Contact MDH Well Management Section at 651-201-4600 or [health.wells@state.mn.us](mailto:health.wells@state.mn.us) or search online at Minnesota Well Index ([www.health.state.mn.us/mwi](http://www.health.state.mn.us/mwi)) for well records.
- Submit a copy of the certificate of compliance for new or existing sewage treatment systems and/or the permit to install new or additional systems. The sewage treatment system must comply with all applicable state rules.

Enter brief description of project:

**Submit application/fee to:**

Horizon Environmental Health  
809 Elm Street, Suite 1200  
Alexandria MN 56308  
[horizonpublichealth.org](http://horizonpublichealth.org)

**Make checks payable to:** Horizon Public Health

**Submit plumbing plans to:**

Minnesota Department of Labor & Industry  
Construction Codes & Licensing Division  
Plumbing Plan Review & Inspections  
443 Lafayette Road North  
St. Paul, MN 55155-4343

<http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review>

Rules regarding Manufactured Home Parks and Recreational Camping Areas can be found online at <http://www.revisor.mn.gov/rules/4630>

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**Horizon Environmental Health**  
**Mobile Home Park/Recreational Camping Area Plan Review Application**  
**Additional Plan Submittal Information**

1. Plans must be submitted for any individual sewage treatment system (private sewer system) to the local units of government responsible for septic system inspections; in Douglas County, contact Land & Resource Management at 320-762-3863 (located at the Douglas County Courthouse) and in Pope County contact Land & Resource Management at 320-634-5715 (located in the Pope County Courthouse). An individual sewage treatment system must be designed by a licensed sewer designer and installed by a licensed sewer installer. If the establishment is on municipal sewer services, please indicate this fact. A certificate of compliance or a copy of an approved septic system permit from the local authority is required.
2. The water supply for the establishment must comply with the rules governing public water supplies and water wells. Please indicate if the establishment obtains water from a municipal supply. Provide the unique well number for private wells and the location of the well on the property.
3. ***You must submit a plan review application with the required fees and all the requested plans and information 30 days prior to beginning construction. After your plans have been reviewed, you will receive a letter indicating any changes that need to be made and any concerns that have been noted. Construction may start only after you receive an approval letter.***
4. You must complete an application for licensure and submit along with the appropriate license fee (separate from the plan review fee) before you can open.
5. **Finally, you must contact the sanitarian for an on-site inspection prior to opening for business.** If the inspection is satisfactory, and you have submitted a license application and all required fees, you will be permitted to open.

***All plans and specifications must be submitted to this office  
AT LEAST 30 DAYS PRIOR TO STARTING CONSTRUCTION.***

*Notice: The issuance of a dishonored check to this department will require a service charge as per Minnesota Statutes, section 604.113, subd. 2(a). Additional civil penalties may be imposed for nonpayment.*

<b>For Office Use Only:</b> Date Received: _____ Check #: _____ Amount: \$ _____ Received by: _____
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## Summary of General Requirements for Manufactured Home Parks

### Definitions:

- Manufactured home means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein.
- Manufactured home park (MHP) means any site, lot, field or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle, or enclosure used or intended for use as part of the equipment of the manufactured home park. Manufactured home park does not include manufactured homes, buildings, tents, or other structures temporarily maintained by any individual or company on the premises associated with a work project and used exclusively to house labor or other personnel occupied with the work project.

### Spacing:

- There must be at least 3 feet between a manufactured home and the side lot line of abutting property.
- There must be at least 10 feet between a manufactured home and a public street or alley.
- There must be 10 feet of open space between the sides of adjacent manufactured homes and structures (i.e., decks) attached to the manufactured home.
- Each manufactured home site must face or be next to a driveway or clear unoccupied space at least 16 feet wide. That space must have unobstructed access to a public highway, street, or alley.
- There must be at least 3 feet between manufactured homes parked end to end.
- The space between manufactured homes may be used for parking motor vehicles or other property provided such vehicles or other property are parked at least 10 feet from the nearest adjacent manufactured home and/or attachment(s).
- The minimum lot size for each manufactured home in manufactured home parks is 4000 square feet if the park has an on-site sewage treatment system or 2800 square feet if the park is served by a municipal sewage system.

## **Water Supply:**

- The water supply system must meet all applicable Minnesota Department of Health (MDH) requirements for public water supplies (Minnesota Rules, Chapter 4720) and water wells (Minnesota Rules, Chapter 4725).
- A minimum supply of 150 gallons per day for each manufactured home shall be provided.
- Minimum water riser pipe size is ¾ inch/ water riser and sewer riser must be constructed of approval materials and separated by at least 10 feet.
- All plumbing must be installed in accordance with the Minnesota Plumbing Code, Chapter 4715.

All water distribution systems from the park boundaries to the risers must be **PRIOR** approved by the Minnesota Department of Labor and Industry.

## **Sewage Disposal:**

- All sewage and waste water must be discharged into an approved municipal sewage system if one is available or an on-site individual sewage treatment system that meets the requirements of the Minnesota Pollution Control Agency rules, Chapter 7080, and any applicable local codes.
- Each manufactured home site shall have a 4-inch minimum diameter sewer riser pipe. The sewer riser must be capped when a site is not occupied by a manufactured home. Surface drainage must be directed away from the riser, the riser pipe must extend at least 4 inches above ground elevation.

Proposed sewer lines and On-Site Sewage Treatment systems from the park boundaries to the risers must be approved by Zoning. An approved On-Site Sewage Treatment System Design Form shall be required **PRIOR** to construction; this form and further information is available from the Douglas County Land & Resource Management Office or Pope Land & Resource Management.

A final sewer inspection is required. The final sewer inspection shall be conducted by the Minnesota Department of Labor and Industry, Plumbing Plan Reviews & Inspections.

All plumbing plan review forms, fees, and blueprints must be sent to the following address:

**Minnesota Department of Labor & Industry  
Construction Codes & Licensing Division  
Plumbing Plan Review & Inspections**

443 Lafayette Road North  
St. Paul, MN 55155-4343  
651-284-5063

<http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review>

## **Storm Shelters:**

- A MHP with less than ten manufactured homes must provide a plan for the evacuation and sheltering of the residents of the park in times of severe weather such as tornadoes, high winds, or floods. The shelter or evacuation plan must be developed with the assistance and approval of the municipality where the park is located. The shelter or evacuation plan must be conspicuously posted in the park, and the park owner must provide each resident with a copy of the approved shelter or evacuation plan.

### **(Storm Shelters continued)**

- A MHP with ten or more manufactured homes licensed prior to March 1, 1988 must provide an approved shelter or an approved evacuation plan for the residents of the park in times of high winds or tornadoes. The shelter or evacuation plan must be approved by the municipality. The municipality may require the park owner to construct a shelter if it determines that a safe place of shelter is not available within a reasonable distance from the park. A copy of the municipal approval and the plan must be submitted by the park owner to Horizon Environmental Health. The park owner must provide each resident with a copy of the approved shelter or evacuation plan.
- A MHP with ten or more homes receiving a primary license after March 1, 1988 must provide a storm shelter which meets the minimum standards specified by the commissioner of administration. MHPs established as temporary emergency housing in a disaster area declared by the President of the United States or the governor may provide an approved evacuation plan in lieu of a shelter for a period not exceeding 18 months.

### **General Requirements:**

- An adequate number of fly-tight, water-tight and rodent-proof containers must be provided for all garbage and refuse. Garbage must be collected for disposal as often as necessary to prevent nuisance conditions and at least once each week.
- MHPs must be maintained free of accumulations of debris or material which may provide rodent harborage or breeding places for insect pests. Areas in MHPs must be maintained free of growth of noxious weeds.
- All walkways, drives, and commonly used areas in MHPs must be provided with adequate night lighting.
- Bottled gas cylinders must be firmly mounted in an upright position and must not be located within 5 feet of any manufactured home door.
- Fuel oil storage tanks must be securely fastened in place and fuel oil tank stands must be constructed of a noncombustible material. Fuel oil tanks must be located at least 5 feet from any manufactured home exit.
- Domestic animals or pets must not be allowed to run at large or cause any nuisances within a MHP. Any kennels, pens or other facilities provided for animals must be maintained in a sanitary condition.
- A maximum speed limit of 10 miles per hour must be clearly posted at all entrances and throughout the MHP.



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## Summary of General Requirements for Recreational Camping Areas

### Definitions:

- Recreational camping area (RCA) means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of five or more tents or recreational camping vehicles free of charge or for compensation. “Recreational camping areas” do not include youth camps, industrial camps, U.S. Forest Service Camps, state forest service camps, state wildlife management areas or state-owned public access areas which are restricted in use to picnicking and boat landing, and temporary holding areas for self-contained recreational vehicles created adjacent to motor sports facilities.
- Recreational camping vehicle (RCV), includes the following:
  - Any vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation use;
  - Any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation;
  - Any portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle; and
  - Any folding structure, mounted on wheels designed for travel, recreation, and vacation use.

### Recreational Camping Vehicle Spacing:

- There must be 10 feet of open space between the sides of adjacent RCVs and their attachments (i.e., decks).
- Minimum size of 2,000 square feet for each RCV.
- All RCVs must be located at least 25 feet from property lines which abut a public street or highway and at least 10 feet from all other property boundary lines.

### Water Supply:

#### **Basic Design Requirements:**

- The water supply system must meet all applicable MDH requirements for public water supplies (MN Rules Chapter 4720) and water wells (MN Rules Chapter 4725).
- Water must be available within 400 feet of every campsite.
- Minimum water riser pipe size is ¾ inch; water riser and sewer riser must be constructed of approved materials and separated by at least 10 feet.

## **(Water Supply continued)**

- All plumbing must be installed in accordance with the Minnesota Plumbing Code, Chapter 4715.

All water distribution systems from the park boundaries to the risers must be **PRIOR** approved by the Minnesota Department of Labor and Industry.

## **Sewage Disposal, Toilets, and Shower Facilities:**

- All sewage and waste water must be discharged into an approved municipal sewage system if one is available or an individual on-site sewage treatment system that meets the requirements of the Minnesota Pollution Control Agency Rules, Chapter 7080 and any applicable local codes.
- Properly constructed privies may be provided for toilet facilities provided that they are installed in accordance with local zoning requirements.
- Toilet and shower facilities must be provided in all campgrounds which harbor any RCV which is not equipped with toilet and bathing facilities, in accordance with the schedule in MN Rules Chapter 4630.0900. Toilet and shower facilities shall be adequately heated, ventilated, and lighted and have durable, washable floors, walls, and ceilings, and meet ADA requirements. Toilet facilities must be provided within 400 feet of any campsite.
- Camping areas harboring RCVs with self-contained waste water tanks must provide a sanitary dumping station in the ratio of 1 sanitary station for each 100 sites or fraction thereof. Sanitary stations must be adequately screened and located at least 50 feet from any campsite.

Proposed sewer lines and On-Site Sewage Treatment systems from the park boundaries to the risers must be approved by Zoning. An approved On-Site Sewage Treatment System Design Form shall be required **PRIOR** to construction; this form and further information is available from the Douglas County Land & Resource Management Office or Pope County Environmental Services.

A final sewer inspection shall be required. The final sewer inspection shall be conducted by the Minnesota Department of Labor and Industry, Plumbing Plan Review & Inspections.

All plumbing plan review forms, fees, and blueprints must be sent to the following address:

**Minnesota Department of Labor & Industry  
Construction Codes & Licensing Division  
Plumbing Plan Review & Inspections**

443 Lafayette Road North  
St. Paul, MN 55155-4343  
651-284-5063

<http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review>

## **Garbage and Refuse, Insect and Rodent Control, other things:**

- Adequate number of fly tight, watertight and rodent proof containers must be provided for all garbage and refuse. Garbage must be collected for disposal as often as necessary to prevent nuisance conditions and not less than once each week.
- RCAs must be maintained free of accumulations of debris or material which may provide rodent harborage or breeding places for insect pests. RCAs must be maintained free of growth of noxious weeds.
- Domestic animals or pets must not be allowed to run at large or cause any nuisances within a RCA. Any kennels, pens, or other facilities provided for animals must be maintained in a sanitary condition.
- A maximum speed limit of 10 miles per hour must be clearly posted at all entrances and throughout the RCA.

# Cross-Connection Control

## FOR INDIVIDUAL CAMPSITES AT RECREATIONAL CAMPING AREAS

To satisfy cross-connection control requirements at individual campsites in recreational camping areas, Minnesota Statute 144.3855 allows the use of an ASSE 1011 hose connection vacuumbreaker.

- [Minnesota Revisor of Statutes-144.3855 \(https://www.revisor.mn.gov/statutes/?id=144.3855\)](https://www.revisor.mn.gov/statutes/?id=144.3855).

However, a device rated for continuous line pressure is more protective and installation is recommended for situations involving a direct connection to a recreational vehicle (ASSE 1012).

All hose bibbs at **individual campsites** in recreational camping areas must be protected by a backflow preventer. For installations where a Y hose connector is used to serve two independent campsites, a backflow preventer is to be installed on both threaded outlets.

If no cross-connection control device is in place at an **individual campsite**, the enforcement authority must require one. The minimum acceptable rating of the cross-connection control device is ASSE 1011. An ASSE 1052 vacuum breaker is the preferred minimum backflow prevention device, and the ASSE 1012 is recommended best practice.

MN Statutes 144.3855 does not affect cross-connection control requirements at

other locations within a recreational camping area, such as central shower buildings, laundry buildings, sanitary dump stations, etc.

The enforcing authority may not require or enforce the use of a more protective cross-connection control device than a hose connection backflow preventer at individual campsites, regardless of requirements in the Plumbing Code, or manufacturers rating.

**Note:** *Effective January 4, 2014, the federal Reduction of Lead in Drinking Water Act requires all drinking water system materials and products including plumbing pipes, fittings and fixtures introduced into commerce or for use to meet an updated "lead-free" definition. The definition was revised from not more than 8 percent to "not more than a weighted average of 0.25 percent lead when used with respect to the wetted surfaces of pipes, pipe fittings, plumbing fittings and fixtures." This "lead free" requirement includes the hose connection backflow preventer installed at individual campsites. A "lead free" plumbing product must have displayed certification marks demonstrating compliance with the Safe Drinking Water Act lead free requirement. See [Lead free certification marks \(PDF\) \(https://www.nsf.org/newsroom\\_pdf/Lead\\_free\\_certification\\_marks.pdf\)](https://www.nsf.org/newsroom_pdf/Lead_free_certification_marks.pdf).*

## Examples of backflow preventers for hose connections at recreational camping areas

### ASSE Standard 1011

#### Vacuum Breaker – Hose Connection (Minimum device)

- Not field testable
- Minimum requirement for all RV connection sites
- Can be used for backsiphonage applications
- Not rated for continuous pressure
- Can manually winterize



### ASSE Standard 1052

#### Vacuum Breaker – Hose Connection (Preferred minimum device)

- Field testable
- Can be used for low or high hazard applications
- Can be used for backsiphonage and low head (10 feet) backpressure applications
- Not rated for continuous pressure
- Can manually winterize



### ASSE Standard 1012

#### Dual Check Valve with Intermediate Atmospheric Vent (DCVIAV) (Recommended device)

- Not field testable
- In-line connection
- To be used for low hazard application with small pipe sizes
- Protects against backpressure or backsiphonage
- Can be used under continuous pressure
- Can manually winterize



Minnesota Department of Health | Drinking Water Protection | 651-201-4700 [Health.drinkingwater@state.mn.us](mailto:Health.drinkingwater@state.mn.us) | [www.health.state.mn.us](http://www.health.state.mn.us)

Reviewed 8/9/2023

To obtain this information in a different format, call: 651-201-4700.

# Service Connection Detail

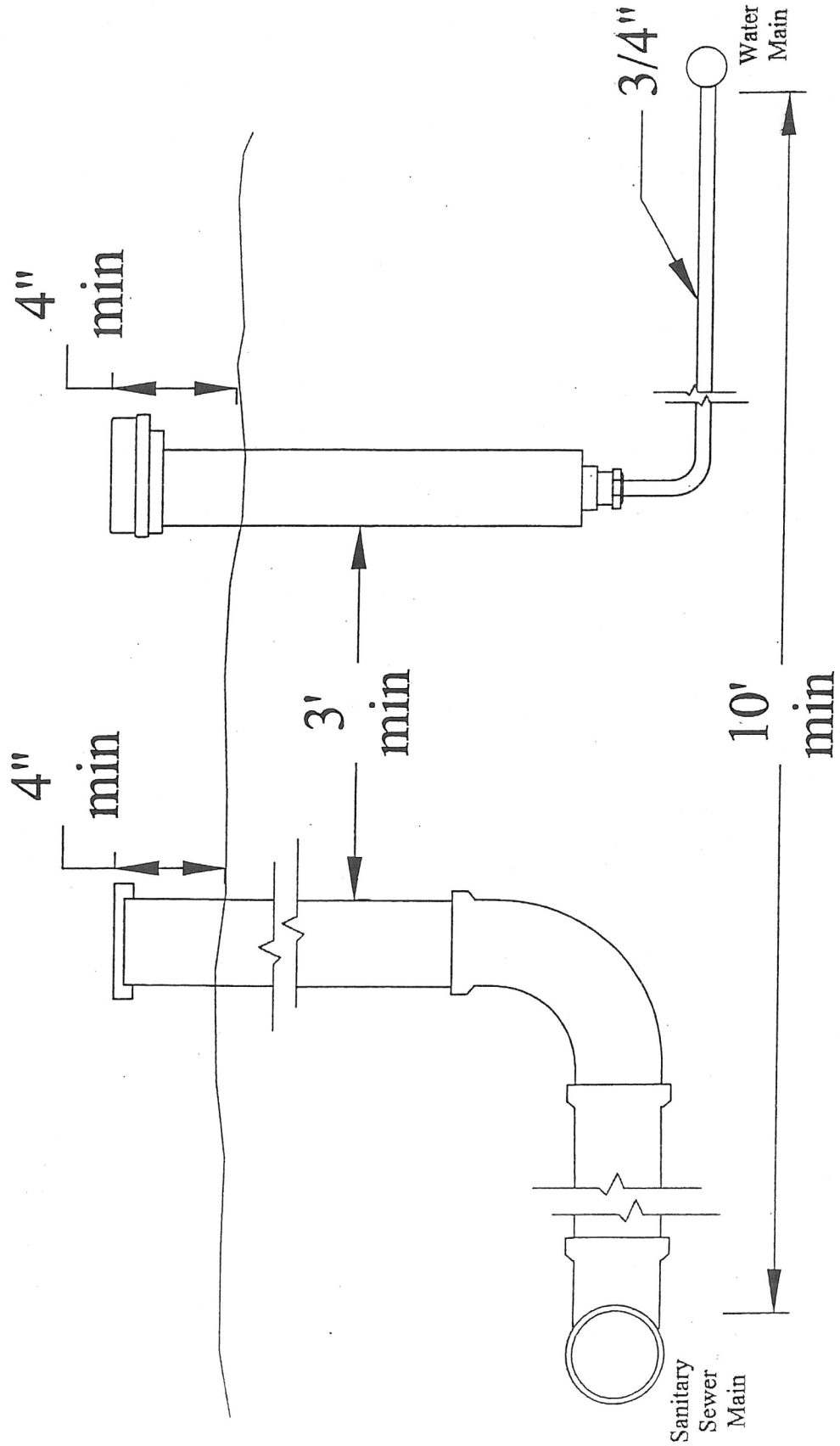


Figure 1

