



COMMUNITY DEVELOPMENT DEPARTMENT
CODE COMPLIANCE PROGRAM

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**RELIGIOUS INSTITUTIONS OVERNIGHT VEHICLE CAMPING
REGISTRATION FORM**

Name of Religious Institution/Place of Worship: _____

Physical Address: _____

City: _____ Zip: _____

Map and Tax Lot Number: _____

Mailing Address: _____

City: _____ Zip: _____

Phone Number: _____

Onsite Contact Name: _____ Onsite Contact Phone Number: _____

***This onsite contact information will be provided to Emergency Service Responders and will be provided to members of the public upon request.*

Include two (2) plot plans of the entire property, on 8-1/2" x 11" or 11" x 17" paper. See "Sample Plot Plan Checklist" page X. Show the whole property identifying and labeling vehicle and/or Micro-Shelter camp site locations (no more than 3), sanitation facilities and trash disposal facilities. Include all other structures, well(s), septic system(s), and driveway(s) on the subject property.

ACKNOWLEDGMENTS

Initial

____ I have received and reviewed Benton County Vehicle Camping Resource Guide with guidelines and recommendations.

____ In accordance with Benton County Code Chapter 40, it is agreed that this religious institution will allow no more than (3) vehicles on their property for camping as defined by BCC Chapter 40. In addition, we also agree to provide or make available sanitary facilities, including but not limited to, a toilet, hand washing and trash disposal facilities.

____ I understand that the Community Development Director or designee may prohibit overnight sleeping in a vehicle at a registered location if the vehicle, its occupants, or associated personal property is found to be a threat to public health, safety, or welfare.

Do you intend to use micro-shelters? Yes No

If yes:

_____ I have signed the attached Micro-Shelter Release Form (page 5), and

_____ I acknowledge that it is my responsibility to ensure that the Micro-Shelters that will be placed on the subject property meet the Minimum Guidelines outlined on page 4 of this application packet.

I have the authority to enter into agreements on behalf of the religious institution named above and do hereby agree to the rules, regulations and conditions as set forth in this application packet for the registration of the above listed location for overnight vehicle camping pursuant to BCC Chapter 40. I agree to hold Benton County and its officers or employees harmless from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as the result of the activity undertaken under the terms of this application and that all of said liabilities are hereby assumed by me.

Applicant Signature

Property Owner

Applicant Printed Name

Relationship of Applicant to Religious Institution

For Office Use Only

Community Development Department _____
Staff Authorization Date

Registration Number: _____

Comments: _____

Rules and Regulations: Effective 5/5/2020 through 7/4/2020

- (1) As used in this chapter, “vehicle” includes a licensed and operable automobile, camper, travel trailer or recreational vehicle. “Vehicle” also includes a rigid-walled, readily transportable temporary sleeping unit exempt from building code and consistent with minimum guidelines issued by the Community Development Director. A church, synagogue or other religious institution shall be responsible for ensuring vehicles meet and adhere to the minimum guidelines.
- (2) The religious institution shall register with the Benton County Community Development Department prior to establishing overnight camping in vehicles and shall submit a site plan and any other documentation required by the department’s adopted procedures for ensuring compliance with this chapter.
- (3) A maximum of three vehicles for vehicle camping is allowed at the registered site at any one time.
- (4) The religious institution shall provide campers with access to onsite sanitary facilities, including at minimum toilet, hand washing and trash disposal facilities.
- (5) The camping occurs on the same property as the religious institution’s facility or an adjacent property that the religious institution owns or leases and has land use approval for religious institutional uses. In the case of leased land, the church shall provide the County with written authorization from the property owner to establish vehicle camping.
- (6) No payment of fee, rent, or other monetary charge shall be required of campers. This provision does not prevent the religious institution from accepting donations.
- (7) The religious institution may select which individuals to allow to camp on the institution’s property, and may revoke this permission at any time and for any reason.
- (8) Vehicles and all associated outside facilities (such as toilet, trash disposal, storage unit) shall be located at least 12 feet from all property lines, road right-of-way or access easements, and each vehicle shall be located at least 12 feet from other vehicles and from associated outside facilities.
- (9) All items and materials must be stored in vehicles or in separate storage unit, other than items designed and intended for outdoor use which shall be screened from adjacent properties and public rights-of-way
- (10) The number of people camping per vehicle is not generally limited by this code; however, notwithstanding any other provision of this chapter, the Benton County Community Development Director or designee may limit the total number of individuals camping on a premises or prohibit vehicle camping as provided in this chapter if the Community Development Director or designee finds that such activity on the premises constitutes a nuisance or other threat to public health, safety, or welfare. In addition to any other penalties that may be imposed, any premises used for vehicle camping in a manner not authorized by this chapter or other provisions of the Benton County Code shall constitute a nuisance and may be abated as such pursuant to Benton County Code Chapter 21 – Nuisance Abatement.
- (11) Upon expiration or revocation of this chapter, all vehicle camping on registered sites shall cease. Authorization of vehicle camping on a site does not establish a land use or a vested right to continue the activity if and when this code is modified.
- (12) Nothing in this chapter creates any duty on the part of the County, its employees, or its agents to ensure the protection of persons or property with regard to overnight sleeping in vehicles.

Benton County Community Development's
Minimum Guidelines for Micro-Shelters pursuant to BCC Chapter 40
Effective 5/5/2020 through 7/4/2020

These shelters are not regulated by building code, therefore, these requirements are intended to address the minimum fire and life safety requirements for temporarily placing a shelter.

Requirements for Units

- Height – Maximum 10-feet
- Maximum size – Units shall not exceed 120 square feet
- Egress Window – The net clear height opening shall be not less than 24 inches and the net clear width shall be not less than 20 inches.
- Smoke and CO Alarm – Battery operated smoke alarm and CO alarm or a single alarm that contains both smoke and CO.
- Heating – If heaters are being used, they shall be ceiling mounted, electric, and controlled with a timer. Portable heating units are prohibited.
- Fire Extinguisher – 2A-10B-C fire extinguisher mounted in each unit
- Landings – If landings or stairs are needed, they shall be affixed to the unit
- Maximum Occupancy – no more than 2 individuals
- Lighting – A single sealed LED light, ceiling mounted with a wall timer
- Electrical – No 120v power outlets
- No smoking, cooking, candles or open flames within units.
- Indemnification Agreement (page 5) – The County is not inspecting or validating any code compliance of these units and should be held harmless.

Site Requirements

- Electrical – If power is being provided, Power Company would need to be contacted regarding the placement of temporary or permanent power poles on private property to serve the units.
- Each unit shall be fed through a pedestal that has obtained the appropriate electrical permit(s). Multiple units can use the same pedestal for power. Power cords from the pedestal to the unit(s) must be protected to prevent excessive wear and exposure from the elements.
- Clearances – 12-foot minimum separation between units and other combustible materials.
- Setbacks – Each unit shall minimum a minimum 12-foot setback from adjoining property lines.
- Restrooms/showers/potable water
- Garbage

Registration Number _____

MICRO-SHELTER

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

County employees and volunteers may have given some level of guidance regarding the construction of microshelters. Registrant acknowledges that the microshelters are not subject to the building code or other health, welfare or safety regulations and does not rely on the guidance of County employees or volunteers. This release, indemnification and hold harmless agreement is entered into in recognition that the microshelters are not approved or inspected by the County as meeting minimum health, life and safety standards. Therefore, as a condition for receiving approval for microshelters as temporary shelters, I agree as the Registrant or under authority to act on behalf of the Registrant, to the following:

Registrant, on behalf of its members, officers, agents, employees, representatives, insurers, invitees, guests, trespassers and successors will indemnify, defend, and hold the County harmless from any claim, loss, or liability arising out of or related to the placement, use or misuse of any shelter or structure allowed under BCC Chapter 40 specifically holding the County harmless from any direct or indirect damages of any kind from any and all third-party claims brought as a consequence of any injury or loss of life resulting from the use or occupancy of any temporary shelter or structure allowed or authorized under this Permit.

REGISTRANT UNDERSTANDS THAT THIS APPLICATION RELEASES BENTON COUNTY FROM ANY LIABILITY OR CLAIM OF ANY KIND THAT THE REGISTRANT, ANY OCCUPANT OF ANY MICROSHELTER OR STRUCTURES ALLOWED UNDER THIS APPLICATION, OR ANY THIRD PARTY MAY HAVE AGAINST BENTON COUNTY OR ANY OF ITS OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS OR CONTRACTORS WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE THAT MAY RESULT FROM THE CONSTRUCTION, PLACEMENT, USE OR OCCUPANCY OF ANY STRUCTURE OR SHELTER ALLOWED UNDER THIS APPLICATION WHETHER CAUSED BY THE NEGLIGENCE OF BENTON COUNTY, OR ITS OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, OR CONTRACTORS, OR OTHERWISE IN APPROVING THIS APPLICATION. REGISTRANT ALSO UNDERSTANDS THAT BENTON COUNTY DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE OR SUPPORT IN THE EVENT OF INJURY OR ILLNESS RESULTING FROM ANY STRUCTURE OR SHELTER ALLOWED UNDER THIS APPLICATION.

I HAVE READ AND AGREE TO THIS RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

Permit Holder Name

Date

If Permit Holder is an organization, title of person with authority to obtain permit:
