



WHERE THE FOREST MEETS THE PRAIRIE
Todd County
● MINNESOTA ● EST. 1855 ●

HEALTH AND HUMAN SERVICES

Courthouse Annex Branch Office
212 2nd Ave S 200 1st St NE, Suite 1
Long Prairie, MN Staples, MN
Phone: 320-732-4500 Phone: 218-894-6300

Fax: 320-732-4540

Dear Special Event Camping Organizer:

Because your organization will be providing recreational camping to the public, it is necessary that you meet all health department requirements. As an organizer of a special event camping area, you are required to apply for a license from Todd County Public Health. A license is required for camping areas that are operated for profit or for non-profit.

Enclosed is a Special Event Camping Area Application that must be filled out completely and returned to our office no less than two weeks prior to the event with the fee. A late fee will be assessed if the application is not received by Public Health two weeks prior to the event. Your application will be reviewed and if approved a license will be mailed to you. The license must be posted at your camping area.

A base fee of **\$44 plus site fee** is required plus site fee

5-25	\$ 39.00	76-100	\$ 170.00
26-50	\$ 85.00	101-200	\$ 270.00
51-75	\$111.00	201 and up	\$ 508.00

Please include a late fee of \$20 if this application is not being sent 14 days before the event.

This fee covers the cost of two events, each event not exceeding 14 days, (a new license application is required for each event).

The following items are to be kept in mind when applying for a special event camping license:

- 1) Recreational vehicles parked on a city street do not need a Special Event Camping Area license:
- 2) An approved dumping station for use by RV's.
- 3) No license is required for four (4) or less camping sites.
- 4) Requirements for a SECA (enclosed) must be met in order to obtain licensure.

If you have any questions or concerns, please call Michelle Warnberg (320)632-0343.

Sincerely,

Michelle Warnberg
Registered Sanitarian