**Campground**

**Annual Operating Plan**

**Guidelines**

March 16, 20XX

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An Annual Operating Plan must be submitted to your TVA Representative by March 16 of each year. The Plan shall include:

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**NOTE: If requested by TVA, the operator must provide copies of waiting lists, current occupants, lottery results, registration information, current and former reservation lists, and other camper occupancy and application information within 7 days.**

**1. Map of Campground**

Provide an accurate map of the campground identifying the campsites and associated facilities located on TVA property:

1. All camping sites (identify any ADA and host sites)
2. Road(s)
3. Bath house(s)
4. Playground(s)
5. Picnic area(s)
6. Additional parking
7. Boat ramp(s) and courtesy dock(s)
8. Fishing pier(s)
9. Dump station(s)
10. Septic tank and drain field location(s)
11. TVA property boundary
12. 500 year flood elevation (Flood Risk Profile)
13. Underground and overhead utilities
14. Swim beach
15. Pavilion(s)
16. Office/store/staff housing
17. Laundry facility
18. Day-use Area
19. Storage sheds and buildings
20. Dumpsters
21. Fish cleaning stations
22. Security measures such as gates and check in locations
23. Other

**2. & 9. Site Specifications and Occupancy Rates**

Provide the below listed information about each campsite on TVA property in a chart similar to the one shown. This chart fulfills items numbered 2 and 9 under Annual Operating Plan described in the Commercial/Public Recreation License Agreement (paragraph 31). Add additional categories to the chart or provide additional campsite information after the chart as desired. Below is an example only. You may create your own format.

NOTE: Use the numbers one (1) and zero (0) for yes and no, respectively, so the columns can be added to see how many campsites fall into each category.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site # | Short Term Site\* | Long Term Site\*\* | No Utilities | Water Service | Electric Service | Sewer Service | ADA site | # of nights site rented in 20XX |
|  |  |  |  |  |  |  |  |  |
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\* Short Term Site - Available for stays of 21 nights or less (5% minimum)

\*\* Seasonal Site - Available for stays of up to 11 1/2 months (95% maximum for commercial operations; 75% maximum for public operations)

**3. Recreation Area Use Fees**

List the amenities and services provided on TVA property with associated fees, for example, boat and camper rentals, launch fees, day-use area fees, utility charges, washer and dryer use, and/or dump station fees. Also identify if you have a camp store and the types of items that are sold (soft drinks, candy, firewood, holding tank chemicals, rope, matches, etc.). If available, you can simply attach a handout that you give to prospective campers which shows all the prices. You may be able to attach copies of web pages that provide the information.

**4. Reservoir Level Monitoring**

Describe how reservoir levels will be monitored to determine if and when campsite evacuations need to occur (should be included in Evacuation Plan also).

Note: For your reference, TVA has up-to-date information regarding lake levels, accessible three different ways: from your tablet or smartphone, the World Wide Web, on by calling the hotline number.

1. From your tablet or smartphone, TVA now has a mobile app you can download, called TVA Lake Info, for an easy to use resource for those operating on and around the reservoirs. The app is available for iPhone and Android devices. You can find it here: [www.tva.com/river/lakeinfo/index.htm](http://www.tva.com/river/lakeinfo/index.htm).
2. From the World Wide Web, you can go to [www.tva.com/river/lakeinfo/index.htm](http://www.tva.com/river/lakeinfo/index.htm) to find up-to-date and future predictions on lake levels.
3. For reservoir information by phone, please call TVA’s Reservoir Information Line at 1-800-238-2264 or you can go to [www.tva.com/river/lakeinfo/lake\_phone.htm](http://www.tva.com/river/lakeinfo/lake_phone.htm) to read instructions on how to access the automated information by phone and to find reservoir codes or you can call the number provided if assistance is needed.

**5. 24 Hour Evacuation Procedure**

Write a short description of how camping units below the Flood Risk Profile/500-Year Flood Elevation would be removed within 24 hours during a flood event. For example, do you have a contract with a wrecker service or maybe you have a tractor onsite that you use to move camping units.

**6. Emergency Management Agency (EMA) Director and Power Distributor**

I certify that I have provided a copy of the Evacuation Plan to the XX County Emergency Management Agency. (Re-submit every 5 years.)

EMA Director’s Name:

Address:

Phone Number(s):

Power Distributor Name:

Address:

Phone Number(s):

Date\* Plan submitted to EMA:

\*Date must be within 5 years of Plan’s submission date.

**7. Contact Information**

Provide names, addresses, and phone numbers of principal employees/contractors and their responsibilities.

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campground Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campground Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner** (if different from Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number to call in an emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Staff/Contractors**

**Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Annual Campground Schedule**

Provide dates of camping season and hours of operation, including any period the campground will be closed.

Identify operating season for each recreation facility/area. If amenities are managed seasonally, the opening and closing dates for each need to be indicated. Below is an example only. You may create your own format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACILITY/AREA** | **YEAR-ROUND** | **SEASONAL** | **OPEN DATE** | **CLOSE DATE** |
| campground |  |  |  |  |
| swimming beach |  |  |  |  |
| boat launch |  |  |  |  |
| marina |  |  |  |  |
| pavilion #1 |  |  |  |  |
| picnic area |  |  |  |  |
| other: amphitheater |  |  |  |  |
| other: |  |  |  |  |
| other: |  |  |  |  |

Provide the 14 consecutive day period when the campground will be completely vacated for TVA inspection (cannot be between December 20th through Jan 4th unless approved by TVA):

Note any special dates the campground may be closed during the camping season or open during the closed season to the general public:

What are your daily hours of operation?

**10. Residential Use Restrictions Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (owner), of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, state that all campsites located on TVA property are not used for residential purposes in compliance with Commercial/Public Recreation License Agreement. The following are considered evidence of residential use and are grounds for termination of agreement (check each one indicating you are aware these uses are not permitted):

1. Delivery of mail to individual campers or campsites
2. Private mail boxes
3. Boarding of city/county school buses
4. Ownership of wooden decks and landings other than by licensee
5. Use of Liquid Propane tanks greater than 50 gallons in size and not an integral manufactured component of a camping unit
6. Use of campground address for such things as Driver’s License or Voter Registration
7. Occupying the same campsite for more than 11.5 months in any 12 month consecutive period (unless by exception and approved in writing by TVA)

Describe the location and accommodations of the site manager/host (equipment sheds, etc.).

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Annual Compliance Inspection**

A compliance inspection report is a report of your inspection of all the campground facilities/amenities located on TVA property. Examples include trees or limbs that need to be removed, leaking roofs, burned out lights, washes or gullies on the ground that need to be repaired, or potholes in the road that need attention. Below is an example only. You may create your own format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Campground Compliance Inspection Report**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | NA | Good | Fair | Poor  (Needs Attention) | Comments |
| **Boat launch** |  |  |  |  |  |
| courtesy pier |  |  |  |  |  |
| boat ramp |  |  |  |  |  |
| parking lot |  |  |  |  |  |
| other: trash |  |  |  |  |  |
| other: |  |  |  |  |  |
| **Bath houses** |  |  |  |  |  |
| water leaks/plumbing |  |  |  |  |  |
| mirrors |  |  |  |  |  |
| hand dryers/towel dispenser |  |  |  |  |  |
| roof, ceiling, walls , floor |  |  |  |  |  |
| doors |  |  |  |  |  |
| windows/screens |  |  |  |  |  |
| lights |  |  |  |  |  |
| light switches |  |  |  |  |  |
| showers |  |  |  |  |  |
| sinks |  |  |  |  |  |
| toilets |  |  |  |  |  |
| other: |  |  |  |  |  |
| **Campsites** |  |  |  |  |  |
| picnic tables |  |  |  |  |  |
| light post |  |  |  |  |  |
| camping pad |  |  |  |  |  |
| camping pad surround |  |  |  |  |  |
| grills or fire rings |  |  |  |  |  |
| water faucets |  |  |  |  |  |
| electric outlets |  |  |  |  |  |
| other: |  |  |  |  |  |
| other: |  |  |  |  |  |
| **Camp Store /Deli/Grill/Restaurant/Office** |  |  |  |  |  |
| water leaks/plumbing |  |  |  |  |  |
| roof, ceiling, walls, floor |  |  |  |  |  |
| lighting |  |  |  |  |  |
| light switches |  |  |  |  |  |
| coolers/freezers |  |  |  |  |  |
| toilet/sink |  |  |  |  |  |
| appliances |  |  |  |  |  |
| racks/shelving |  |  |  |  |  |
| Fire extinguishers |  |  |  |  |  |
| other: |  |  |  |  |  |
| **General campground** |  |  |  |  |  |
| roads |  |  |  |  |  |
| trees (dead limbs) |  |  |  |  |  |
| play structure |  |  |  |  |  |
| shoreline |  |  |  |  |  |
| signs |  |  |  |  |  |
| gullies created by runoff |  |  |  |  |  |
| steps |  |  |  |  |  |
| gate |  |  |  |  |  |
| hiking trail |  |  |  |  |  |
| plumbing |  |  |  |  |  |
| electrical inspection |  |  |  |  |  |
| lighting |  |  |  |  |  |
| beach |  |  |  |  |  |
| trash and litter |  |  |  |  |  |
| trash cans/dumpsters |  |  |  |  |  |
| canoe rack |  |  |  |  |  |
| dump station |  |  |  |  |  |
| septic tank and field lines |  |  |  |  |  |
| fire extinguishers |  |  |  |  |  |
| storage sheds |  |  |  |  |  |
| nonnative plants |  |  |  |  |  |
| other: |  |  |  |  |  |
| other: |  |  |  |  |  |

**12. Campground Evacuation Plan**

Attach a copy of your evacuation plan including any revisions that were provided to the local Emergency Management Agency.

**13. Other**

Use this section to provide any additional information that you would like to make known to TVA regarding your recreation area.