

## Mission Statement

The mission of the Office of Planning and Zoning is to provide a healthy, pleasant environment for those who live, work and visit Jefferson County, by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth. We are a knowledgeable, respectful, dedicated staff who welcome community based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

The deadlines provided are the last possible date to submit a given project. Please be aware that, while you have until 5 PM on the deadline date to submit a project, it is strongly advised that submissions be provided as early as possible. A submission will not be determined complete unless all required documents, signatures and fees are provided. Therefore, if a project is presented at the last minute and is determined incomplete, the deadline will have been missed and the project will not be heard until a later



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## PLANNING COMMISSION SUBMISSION DEADLINES 2020



Department of Engineering,  
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## Waiver Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
December 26, 2019	January 14, 2020
January 21, 2020	February 11, 2020
February 18, 2020	March 10, 2020
March 24, 2020	April 14, 2020
April 14, 2020	May 05, 2020
May 19, 2020	June 09, 2020
June 23, 2020	July 14, 2020
July 21, 2020	August 11, 2020
August 18, 2020	September 08, 2020
September 22, 2020	October 13, 2020
October 20, 2020	November 10, 2020
November 17, 2020	December 08, 2020

\*This deadline is 21 calendar days prior to the meeting to allow for staff to gather research and send adjoining property owner letters per department policy. This also allows for the 14 day posting requirement per Division 24.300 (C) of the Jefferson County Subdivision Regulations.

## Preliminary Plat Process

Pursuant to Section 24.113 of the Subdivision Regulations, the submission of a Preliminary Plat application is a required step for major subdivisions. Generally, there are a number of reviews and edits required after submission. After staff concludes the completeness review, the Preliminary Plat and application are placed on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete and to schedule a Public Hearing.

Per Section 24.114 of the Subdivision Regulations, within 45 days of accepting the application as complete or essentially complete, the Planning Commission shall conduct a public hearing on the proposed preliminary plat. The public notice of the public hearing will be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing.

The scope of this public hearing shall be limited to whether the application meets the requirements of the Subdivision Regulations and the Zoning Ordinance. Section 24.115 of the Subdivision Regulations details the approval requirements.

The approval of the Preliminary Plat, with or without conditions, allows the applicant to proceed to prepare a Final Plat. The Preliminary Plat approval shall be good for a period of five years. Review and approval of the Final Plat shall be administrative.

## Concept Plan Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
November 29, 2019	January 14, 2020
December 27, 2019	February 11, 2020
January 24, 2020	March 10, 2020
February 28, 2020	April 14, 2020
March 20, 2020	May 05, 2020
April 24, 2020	June 09, 2020
May 29, 2020	July 14, 2020
June 26, 2020	August 11, 2020
July 24, 2020	September 08, 2020
August 28, 2020	October 13, 2020
September 25, 2020	November 10, 2020
October 23, 2020	December 08, 2020

\*This deadline is 45 calendar days prior to the meeting to allow for review and public notice per Section 24.106 J (for Subdivisions) and Section 24.119J (for Site Plans) of the Jefferson County Subdivision Regulations.