



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
116 E. Washington Street, 2<sup>nd</sup> Floor  
P.O. Box 716  
Charles Town, West Virginia 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: 304-728-3228  
Fax: 304-728-8126

## 2022 MEETING SCHEDULE

### JEFFERSON COUNTY BOARD OF ZONING APPEALS

Board of Zoning Appeals meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street at 2:00 p.m.

<u>Submission Deadlines</u>	<u>Newspaper/Placard Posting</u>	<u>Scheduled Meetings</u>
Monday, January 3, 2022	Wednesday, January 12, 2022	Thursday, January 27, 2022
Monday, January 31, 2022	Wednesday, February 9, 2022	Thursday, February 24, 2022
Monday, February 28, 2022	Wednesday, March 9, 2022	Thursday, March 24, 2022
Monday, April 4, 2022	Wednesday, April 13, 2022	Thursday, April 28, 2022
Monday, May 2, 2022	Wednesday, May 11, 2022	Thursday, May 26, 2022
Tuesday, May 31, 2022	Wednesday, June 8, 2022	Thursday, June 23, 2022
Tuesday, July 5, 2022	Wednesday, July 13, 2022	Thursday, July 28, 2022
Monday, August 1, 2022	Wednesday, August 10, 2022	Thursday, August 25, 2022
Monday, August 29, 2022	Wednesday, September 7, 2022	Thursday, September 22, 2022
Monday, October 3, 2022	Wednesday, October 12, 2022	Thursday, October 27, 2022
Monday, October 17, 2022	Wednesday, October 26, 2022	Thursday, November 10, 2022*
Monday, November 14, 2022	Wednesday, November 23, 2022	Thursday, December 8, 2022*

\*Meeting dates have been modified in observance of the Thanksgiving and Christmas Holidays.

The required zoning variance request form signed by the legal property owner, supporting documentation and applicable fees must be submitted to the office by close of business on the Submission Deadline date in order for the request to be sufficiently review and noticed in the Spirit of Jefferson. For all other applications please contact the office for the Submission Deadline date.

Changes in the time or location of the meeting shall be noticed on the County's website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).  
Note: if the President of the County Commission or the Chair of the Board of Zoning Appeals determines that weather conditions make travel unsafe for the public, County offices may close and/or the Board of Zoning Appeals meeting may be cancelled. Please check the County's website for possible meeting updates during inclement weather.

Agenda items that have been deferred due to a cancellation will be rescheduled. Per the Board's Rule of Procedure, no additional newspaper notice shall be given. All signs must remain posted on the respective properties until the rescheduled meeting date. Please call the office or check the County's website for the rescheduled meeting date.