



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
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**2023 MEETING SCHEDULE, REVISED 05/25/2023**  
**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><b>Submission Deadlines</b></u>	<u><b>Newspaper/Placard Posting</b></u>	<u><b>Scheduled Meetings</b></u>
Tuesday, January 3, 2023	Wednesday, January 11, 2023	Thursday, January 26, 2023
Monday, January 30, 2023	Wednesday, February 8, 2023	Thursday, February 23, 2023
Monday, February 27, 2023	Wednesday, March 8, 2023	Thursday, March 23, 2023
Monday, April 3, 2023	Wednesday, April 12, 2023	Thursday, April 27, 2023
Monday, May 1, 2023	Wednesday, May 10, 2023	Thursday, May 25, 2023
Tuesday, May 30, 2023	Wednesday, June 7, 2023	Thursday, June 22, 2023
<b>Friday, June 30, 2023</b>	Wednesday, July 12, 2023	Thursday, July 27, 2023
<b>Friday, July 28, 2023</b>	Wednesday, August 9, 2023	Thursday, August 24, 2023
<b>Friday, September 1, 2023</b>	Wednesday, September 13, 2023	Thursday, September 28, 2023
<b>Friday, September 29, 2023</b>	Wednesday, October 11, 2023	Thursday, October 26, 2023
<b>Friday, October 13, 2023</b>	Wednesday, October 25, 2023	Thursday, November 9, 2023*
<b>Friday, November 17, 2023</b>	Wednesday, November 29, 2023	Thursday, December 14, 2023*

\*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.