



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
116 E. Washington Street, 2<sup>nd</sup> Floor  
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March 28, 2024

**Board of Zoning Appeals**

**Submission Deadline Policy for Written Comment**

Electronic and/or hard copy written comments regarding a specific item on the Board of Zoning Appeals Agenda must be submitted to the Office of Planning and Zoning no later than 5:00 pm, one week prior to the scheduled meeting for inclusion in their Agenda Packet. Late submissions of written comments/documents will not be accepted. Anyone who has missed the submission deadline and wishes to provide public comment is encouraged to attend the public hearing in person.

Written comments may be mailed or hand delivered during regular business hours to:

116 E. Washington St., Charles Town, WV 25414; or may be emailed to [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org).

By Order of the Jefferson County Board of Zoning Appeals

  
Tyler Quynn, Chair

  
Date