

JEFFERSON COUNTY PLANNING COMMISSION  
September 10, 2024

PLANNING COMMISSION SUBMISSION DEADLINE POLICY

In an effort to maintain the effective handling of applications processed through the Office of Planning and Zoning and follow the intent of the Subdivision and Land Development Regulations, the Jefferson County Planning Commission hereby sets the following requirements for applications submitted on a Friday.

1. The deadline to submit an application on a Friday in person or digitally is 4:00 pm.
2. If an application is submitted after 4:00 pm it will be considered submitted for processing on the following business day. Should an applicant give advance notice that they will be submitting an application on a Friday and the application is not received until after 4:00 pm, this policy will still apply and the application will be considered submitted for processing on the following business day.

This policy goes into effect 30 days following approval by the Planning Commission.

To promote public awareness, the Office of Planning and Zoning staff will include this Policy in My Government Online messaging to applicants, pre-proposal conference memos, and other correspondence with applicants as appropriate, informing them of the new policy. Staff will provide said notice for a period of 90-days following the approval of this policy.

Questions about the policy may be addressed to the Office of Planning and Zoning at (304) 728-3228 or in person at 116 East Washington Street, Charles Town, West Virginia 25414.

By Order of the Jefferson County Planning Commission



---

Aaron Howell

Planning Commission Vice-President