



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
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Charles Town, West Virginia 25414

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**2024 MEETING SCHEDULE (REVISED 10/04/24)**  
**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>
Friday, December 29, 2023	Wednesday, January 10, 2024	Thursday, January 25, 2024
Friday, January 26, 2024	Wednesday, February 7, 2024	Thursday, February 22, 2024
Friday, March 1, 2024	Wednesday, March 13, 2024	Thursday, March 28, 2024
Friday, March 29, 2024	Wednesday, April 10, 2024	Thursday, April 25, 2024
Friday, April 26, 2024	Wednesday, May 8, 2024	Thursday, May 23, 2024
Friday, May 31, 2024	Wednesday, June 12, 2024	Thursday, June 27, 2024
Friday, June 28, 2024	Wednesday, July 10, 2024	Thursday, July 25, 2024
Friday, July 26, 2024	Wednesday, August 7, 2024	Thursday, August 22, 2024
Friday, August 30, 2024	Wednesday, September 11, 2024	Thursday, September 26, 2024
Friday, September 27, 2024	Wednesday, October 9, 2024	Thursday, October 24, 2024
Tuesday, October 15, 2024**	Ad: Thursday, October 24, 2024 Placard: Wednesday, October 30, 2024	Thursday, November 14, 2024*
Tuesday, November 12, 2024**	Ad: Thursday, November 21, 2024 Placard: Wednesday, November 27, 2024	Thursday, December 12, 2024*

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

\*\*Submission Deadlines adjusted in accordance with the Spirit of Jefferson's new publication date.

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.