



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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2025 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.

| Submission Deadlines | Public Notice Dates | Scheduled Meetings |
|-----------------------------|---|------------------------------|
| Friday, December 20, 2024 | Legal Ad: Thursday, January 2, 2025 Placard: Wednesday, January 8, 2025 | Thursday, January 23, 2025 |
| Friday, January 24, 2025 | Legal Ad: Thursday, February 6, 2025 Placard: Wednesday, February 12, 2025 | Thursday, February 27, 2025 |
| Friday, February 21, 2025 | Legal Ad: Thursday, March 6, 2025 Placard: Wednesday, March 12, 2025 | Thursday, March 27, 2025 |
| Friday, March 21, 2025 | Legal Ad: Thursday, April 3, 2025 Placard: Wednesday, April 9, 2025 | Thursday, April 24, 2025 |
| Friday, April 18, 2025 | Legal Ad: Thursday, May 1, 2025 Placard: Wednesday, May 7, 2025 | Thursday, May 22, 2025 |
| Friday, May 23, 2025 | Legal Ad: Thursday, June 5, 2025 Placard: Wednesday, June 11, 2025 | Thursday, June 26, 2025 |
| Wednesday, June 18, 2025 | Legal Ad: Thursday, July 3, 2025 Placard: Wednesday, July 9, 2025 | Thursday, July 24, 2025 |
| Friday, July 25, 2025 | Legal Ad: Thursday, August 7, 2025 Placard: Wednesday, August 13, 2025 | Thursday, August 28, 2025 |
| Friday, August 22, 2025 | Legal Ad: Thursday, September 4, 2025 Placard: Wednesday, September 10, 2025 | Thursday, September 25, 2025 |
| Friday, September 19, 2025 | Legal Ad: Thursday, October 2, 2025 Placard: Wednesday, October 8, 2025 | Thursday, October 23, 2025 |
| Friday, October 10, 2025 | Legal Ad: Thursday, October 23, 2025 Placard: Wednesday, October 29, 2025 | Thursday, November 13, 2025* |
| Friday, November 7, 2025 | Legal Ad: Thursday, November 20, 2025 Placard: Wednesday, November 26, 2025 | Thursday, December 11, 2025* |

*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. 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.