



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 County Commission Meeting Room located in the main level of the Jefferson County Government Complex (entrance on east side of the building)

New Address: 393 N. Lawrence Street in Charles Town, West Virginia 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.