



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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2026 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)
393 N. Lawrence Street in Charles Town, West Virginia at 2:00 p.m.

Submission Deadlines	Public Notice Dates	Scheduled Meetings
Friday, December 19, 2025	Legal Ad: Thursday, January 1, 2026 Placard: Wednesday, January 7, 2026	Thursday, January 22, 2026
Friday, January 23, 2026	Legal Ad: Thursday, February 5, 2026 Placard: Wednesday, February 11, 2026	Thursday, February 26, 2026
Friday, February 20, 2026	Legal Ad: Thursday, March 5, 2026 Placard: Wednesday, March 11, 2026	Thursday, March 26, 2026
Friday, March 20, 2026	Legal Ad: Thursday, April 2, 2026 Placard: Wednesday, April 8, 2026	Thursday, April 23, 2026
Friday, April 24, 2026	Legal Ad: Thursday, May 7, 2026 Placard: Wednesday, May 13, 2026	Thursday, May 28, 2026
Friday, May 22, 2026	Legal Ad: Thursday, June 4, 2026 Placard: Wednesday, June 10, 2026	Thursday, June 25, 2026
Thursday, June 18, 2026	Legal Ad: Thursday, July 2, 2026 Placard: Wednesday, July 8, 2026	Thursday, July 23, 2026
Friday, July 24, 2026	Legal Ad: Thursday, August 6, 2026 Placard: Wednesday, August 12, 2026	Thursday, August 27, 2026
Friday, August 21, 2026	Legal Ad: Thursday, September 3, 2026 Placard: Wednesday, September 9, 2026	Thursday, September 24, 2026
Friday, September 18, 2026	Legal Ad: Thursday, October 1, 2026 Placard: Wednesday, October 7, 2026	Thursday, October 22, 2026
Friday, October 9, 2026	Legal Ad: Thursday, October 22, 2026 Placard: Wednesday, October 28, 2026	Thursday, November 12, 2026*
Friday, November 6, 2026	Legal Ad: Thursday, November 19, 2026 Placard: Wednesday, November 25, 2026	Thursday, December 10, 2026*

*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.