



# JEFFERSON COUNTY, WEST VIRGINIA

## Department of Planning and Zoning

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### 2016 MEETING SCHEDULE OF THE 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.

<b>Scheduled Meetings</b>	<b>Submission Deadlines*</b>	<b>Newspaper Posting Dates</b>
Thursday, January 28, 2016	Thursday, December 31, 2015 <i>Application must be submitted by noon</i>	Wednesday, January 13, 2016
Thursday, February 25, 2016	Friday, January 29, 2016	Wednesday, February 10, 2016
Thursday, March 24, 2016	Friday, February 26, 2016	Wednesday, March 9, 2016
Thursday, April 28, 2016	Friday, April 1, 2016	Wednesday, April 13, 2016
Thursday, May 26, 2016	Friday, April 29, 2016	Wednesday, May 11, 2016
Thursday, June 23, 2016	Friday, May 27, 2016	Wednesday, June 8, 2016
Thursday, July 28, 2016	Friday, July 1, 2016	Wednesday, July 13, 2016
Thursday, August 25, 2016	Friday, July 29, 2016	Wednesday, August 10, 2016
Thursday, September 22, 2016	Friday, August 26, 2016	Wednesday, September 10, 2016
Thursday, October 27, 2016	Friday, September 30, 2016	Wednesday, October 07, 2016
Thursday, November 10, 2016**	Friday, October 14, 2016	Wednesday, October 26, 2016**
Thursday, December 8, 2016**	Thursday, November 10, 2016	Wednesday, November 23, 2016**

\*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 reviewed and noticed in the Spirit of Jefferson. For all other applications please contact the office for the Submission Deadline date.

\*\*This is a rescheduled meeting date. County Offices are closed in observance of the Thanksgiving and Christmas Holidays, which coincides with the Board's original meeting dates of November 24 and December 22, 2016.

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 Chair of the Board of Zoning Appeals has determined 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 Rules of Procedure, no additional newspaper notice shall be given. Please keep signs posted on the respective properties until the reschedule meeting date. Please call the office or check the County's webpage for the rescheduled meeting date.