

**RARITAN TOWNSHIP BOARD OF ADJUSTMENT**

**BOA RESOLUTION NO. 2026-04**

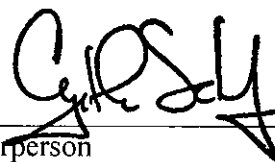
**RESOLUTION DELEGATING COMPLETENESS, INCOMPLETENESS AND  
COMPLETENESS WAIVER DETERMINATIONS TO TOWNSHIP PLANNER AND  
BOARD SECRETARY**

WHEREAS, N.J.S.A. 40:55D-10.3 provides that application completeness and incompleteness determinations can be made by “the municipal agency or its authorized committee or designee” and that requests for waivers of completeness submission requirements can be made by “the agency or its authorized committee”;

WHEREAS, the Board has determined that it will save time and applicant’s escrow expense and be more efficient if completeness and incompleteness determinations as well as completeness waiver determinations are delegated to a committee consisting of the Township Planner and Board Secretary;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD, BY MOTION  
DULY MADE AND SECONDED ON JANUARY 15, 2026 AS FOLLOWS:**

1. **Delegation of Authority to Township Planner and Board Secretary to Grant and Deny Completeness Waivers and to Certify Future Completeness / Incompleteness of Applications.** The Board hereby delegates authority to a committee consisting of the Township Planner, Jeffrey Vaccarella and Board Secretary, Taylor Vaughn to make completeness and incompleteness determinations as well as to grant and deny completeness waivers in accordance with N.J.S.A. 40:55D-10.3.



Chairperson  
Raritan Township Board of Adjustment