

CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Conference Room, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date: **Thursday, October 1, 2026**
Meeting Time: **10:30 AM**

1. Conditional Use Permit for Croasdale Family Revocable Trust (Christopher & Genevieve Trustees), Assessor's Map L, Lot 22, zoned R-20, located at 105 Spur Road. (Proposal is to construct a 24' x 24' garage and 10' wide deck additions, resulting in 1,850 sf of permanent impact and 900 sf of temporary impacts to the Conservation District.) (COND-2026-0039)



PERMIT SNAPSHOT REPORT COND-2026-0039 FOR CITY OF DOVER, N.H.

Permit Type Conditional Use **Project:** **App Date:** 09/10/2026
Work Class: Environmental **District:** None **Exp Date:** NOT AVAILABLE
Status: In Review **Square Feet:** 0.00 **Completed:** NOT COMPLETED
Valuation: \$0.00 **Assigned To:** Blonigen, Rachel **Approval**
Expire Date:
Description: Construct a 24 X 24 ft addition. Construct an addition to deck 39.1 X 10 ft.

Parcel: L0022-000000	Main	Address: 105 Spur Rd Dover, NH	Main	Zone: R-20(Residential - Low Density)
Owner Christopher & Geneveive Croasdale Home: (603) 767-3397 Business: (603) 767-3397 Mobile: (603) 767-3397	Plan Preparer Tobin Farwell Home: (603) 969-0493 Business: (603) 969-0493 Mobile: (603) 969-0493	Applicant Silas Farwell 265 Wadleigh Falls Rd Lee, NH 03861 Home: (603) 617-9432 Business: (603) 617-9432 Mobile: (603) 617-9432		

Permit Custom Fields

Select Permit Type	Conservation District	General Purpose	Alteration / Addition	Project Zone	Residential
What is the parcel zoned?	R-20	New Change in Impervious/Paved Area (sq ft)	175	Work	The intent of this project is to construct a 24 ft x 24 ft garage and 10 ft wide deck addition to a residential property. The proposed use is a reasonable one given the property is located in a residential district and a garage and deck is an allowed use of this district.

permitstatefed

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Silas_Farwell_9/10/2026.jpg	09/10/2026 13:01	Farwell, Silas		Uploaded via CSS
Permit Snapshot Report.pdf	09/10/2026 13:02	Service, EnerGov		Attached by IO - ATTACH: Initial Permit Snapshot

Note	Created By	Date and Time Created
1. Item needs TRC before PB	Rachel Blonigen	09/17/2026 14:36

Invoice No.	Fee	Fee Amount	Amount Paid
INV-2026003265	Planning Impervious Paved Area Fee	\$12.25	\$0.00
	Planning General Application Fee	\$250.00	\$250.00
Total for Invoice INV-2026003265		\$262.25	\$250.00
Grand Total for Permit		\$262.25	\$250.00

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Conditional Use Review v.1	Approved	09/10/2026	10/15/2026	09/14/2026	No	No

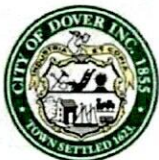
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Planning	Planning	Edgecomb, Makayla	Approved	09/17/2026	10/15/2026	09/17/2026

Comments: K.Murphy moves to endorse as presented. R.Atwood seconded. Vote: all in favor

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1		09/17/2026 0:00	09/17/2026 14:38

PERMIT SNAPSHOT REPORT (COND-2026-0039)

Confirm application complete v.1	Generic Action	09/17/2026 14:36
Conditional Use Review v.1	Receive Submittal	09/17/2026 14:38 09/17/2026 14:38
Planning Board v.1		
Planning Board Agenda v.1	Task	
Invoice for Notices v.1	Task	
Send Notices v.1	Task	
Planner Creates Staff Recommendations v.1	Permit Activity	
Distribute Planning Board Materials v.1	Task	
Planning Board Hearing v.1	Hold Hearing	
Planning Board Decision v.1	Permit Activity	
NOD Sent to Applicant v.1	Create Report	
Issue Permit v.1		
Verify Fees Prior to Permit v.1	Generic Action	
Issue and Review Permit v.1	Generic Action	
Print and Email Permit v.1	Generic Action	
Plans uploaded to Treeno v.1	Generic Action	
Internal Notification of Plan Completion v.1	Generic Action	
Recording v.1	Task	



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: October 19, 2020]

Office Use Only

Project #: _____

Date Received: _____

Amount Paid: _____

Time Received: _____

PLANNING DEPARTMENT
RECEIVED

SEP 08 2026

APPLICANT AND OWNER INFORMATION

DOVER, NEW HAMPSHIRE

Name of Applicant: Christopher & Geneveive Croasdale Telephone # _____

Address of Applicant: 105 Spur Road Dover, NH 03820

E-Mail Address: _____

Name of Property Owner (if different from applicant): same Telephone # _____

Address of Property Owner: same

PROPERTY INFORMATION

Assessor's Map # L Lot(s) # 22

Address of Property: 105 Spur Road Dover, NH 03820

Zoning District(s) R-20 Overlay District(s) WETLAND

Existing Use of Property: RESIDENTIAL

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|---|---|--|
| ☒ Conservation District | ☐ RCM Use Overlay District | ☐ Gateway District |
| ☐ Groundwater Protection | ☐ Off-Street Parking and Loading | ☐ Alternative Treatment Center |
| ☐ Wetland Protection District | ☐ Central Business District | ☐ Heritage Residential District |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

Construct a 24 x 24 ft addition. Construct an addition to deck 39.1 x 10 ft.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: Shoreland permit to be obtained.

Name of Professional That Prepared Plans: Tobin Farwell - Farwell Engineering Services

Address 265 Wadleigh Falls Rd Lee, NH 03861 Telephone #: 603-969-0493

Professional License #: 9649 E-mail address: T_FARWELL@FARWELLENGINEERING.COM

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: *Genevieve Croasdale* Date: 9/1/2026

Signature of Applicant (if different from owner): _____ Date: _____

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: *Genevieve Croasdale* *Chris Croasdale* Date: 9/1/2026

**CITY OF DOVER CONDITIONAL USE
LIST OF ABUTTERS**

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
L	22		

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Tobin Farwell	Farwell Engineering Services	265 Wadleigh Falls Rd Lee, NH 03861
Adam Fogg	Atlantic Survey	25 Nute Road Dover, NH 03820

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

PLANNING BOARD FEE SCHEDULE/INVOICE

(Revised July 24, 2023)

Below are the fees associated with plan review and are subject to a nonrefundable application fee to cover administrative expenses. Please complete the information below and provide payment with your application submittal. **Plan review fees shall be paid prior to technical review committee (TRC) being scheduled.** For plans not requiring TRC review, **fees are due 21 days prior** to the Planning Board meeting. Staff will coordinate abutter/notice fees, which will be invoiced and must be paid 28 hours before the Planning Board meeting for an application to be heard. Fees shall be paid by cash or check made payable to "City of Dover".

A. Plan Review Fees

1. Application fee for the following (SELECT ALL THAT APPLY):

- ☐ SUBDIVISION Application fee \$200.00 + \$150.00 x # _____ new lots created = \$ _____
- ☐ LOT LINE ADJUSTMENT Application fee \$200.00 + \$100.00 X # _____ of lots involved = \$ _____
- ☐ TRANSFER OF DEVELOPMENT RIGHTS Application fee \$200.00 = \$ _____
- ☐ SITE REVIEW – RESIDENTIAL Application fee \$200.00+ \$100.00 x # _____ per dwelling unit = \$ _____
- ☐ SITE REVIEW – NON-RESIDENTIAL Application fee \$200.00 + (not to exceed \$10,000)
 - ☐ New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
 - ☐ Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- ☐ MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- ☐ CHANGE OF USE Application fee \$200.00 + (not to exceed \$5,000)
 - ☐ Existing floor spaces \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- ☒ CONDITIONAL USE PERMIT Application fee \$200.00 x # 1 per Application = \$ 200
- ☐ GRAVEL PIT/ EXCAVATIONS
 - ☐ Application fee \$50.00 = \$ _____
 - ☐ Permit fee \$75.00 = \$ _____
- ☐ EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee \$200.00 = \$ _____
- ☐ REQUEST FOR REZONING Application fee \$200.00 = \$ _____
- ☐ DRIVEWAY WAIVER Application fee \$200.00 = \$ _____
- ☐ **TOTAL IMPERVIOUS PAVED AREA** (for new development, roadways or additions to existing parking lots, (not to exceed \$10,000)) Application fee of \$200.00 is N/A if it is part of a Site Review or Subdivision Plan. \$200.00 + \$.07 per sq. ft. x # _____ sq. ft. = \$ _____

SUBTOTAL PLAN REVIEW FEE = \$ 200

AND

B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will review the list for accuracy and provide to us the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notices.

- ☒ Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist
 - ☐ Certified letters fee # 3 of x \$10.00 = \$ 30
- ☒ Certified letters fee: # of abutters 2 X \$10.00 = \$ 20
- ☐ First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
- ☒ Creating/Printing Abutter Labels in triplicate per sheet 1 x \$10.00 = \$ 10

C. Foster's newspaper public notice fee \$120.00 x # 1 applications = \$ 120

SUBTOTAL = \$ 180

TOTAL INVOICE AMOUNT = \$ _____

PLAN REVIEW FEE COLLECTED/PAID = \$ _____

BALANCE DUE = \$ 180

The amount due must be paid 28 hours prior to the Planning Board Meeting, to be heard.



CITY OF DOVER, NEW HAMPSHIRE

PLANNING APPLICATION OWNER AUTHORIZATION

OWNER AUTHORIZATION

I/We hereby submit this application to the City of Dover / City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Property Owner Name: The Croasdale Family Revocable Trust
Signature(s) of Property Owner(s): Chris Croasdale Genevieve Croasdale Date: 2026-09-10
Signature of Applicant: Chris Croasdale Date: 2026-09-10
if different from owner Genevieve Croasdale

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity..

Property Owner Name: The Croasdale Family Revocable Trust
Signature(s) of Property Owner(s): Chris Croasdale Date: 2026-09-10
Signature of Applicant: Genevieve Croasdale Date: 2026-09-10
if different from owner Silas Farwell

IF SIGN PERMIT, SIGN PERMIT APPLICATION INFORMATION

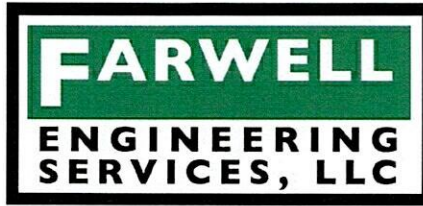
If the sign permit applicant is not the property owner, this form must be completed and included as part of application submission.

I have read this application and state that, to the best of my knowledge, the information provided is true and that the proposed sign(s) will comply with all applicable regulations in Section 170-32 of the Zoning Ordinance of the City of Dover and shall conform to the submitted materials and designs. Furthermore, after 90 days, any application still waiting information will be denied.

Address of Sign Location: 105 Spur Road, Dover, NH 03820

Sign Permit Application Type:
(check one)

☐ Permanent Sign
☐ Temporary Sign
☐ Community Sign



PLANNING DEPARTMENT
RECEIVED

SEP 08 2026

265 Wadleigh Falls Road Lee, NH 03861 Ph(603)292-5787 **DOVER NEW HAMPSHIRE**
WWW.FARWELLENGINEERING.COM

September 8, 2026

City of Dover
Planning board

**Re: Conditional Use Permit
Christopher and Genevieve Croasdale
105 Spur Road
Tax Map L Lot 22

FES #2642**

Dear Dover Planning board:

PROJECT NARATIVE

The intent of this project is to construct a 24 ft x 24 ft garage and 10 ft wide deck addition to a residential property. The proposed use is a reasonable one given the property is located in a residential district and a garage and deck is an allowed use of this district.

There is limited space that is within the building setbacks. The existing house and deck is outside the building setbacks and has had no detrimental impacts.

A temporary construction waste bin will be on site and emptied as necessary during construction.

The contractor will install silt fence on the down slope of the project. The contractor will inspect the silt fence after rain events and repair it as necessary.

The contractor will have a minimum of exposed soil for this project. Any temporary stockpile of material will have silt fence installed on the downhill side.

No additional land clearing will be necessary for this project.

The existing lawn area will be utilized to trap any sediments from the site and used along with silt fence will prohibit erosion from leaving the site.

This project will require an NHDES shoreland permit. This permit will be obtained prior to the beginning of construction. This permit is necessary to obtain a building permit.

Croasdale
Dover, NH

Page 2

Please contact me directly if you have any questions or require any additional information.

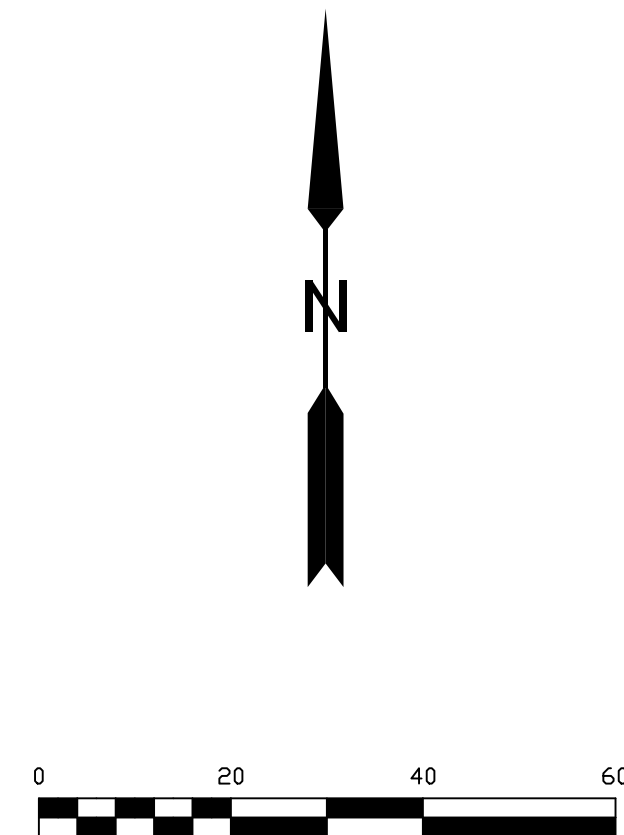
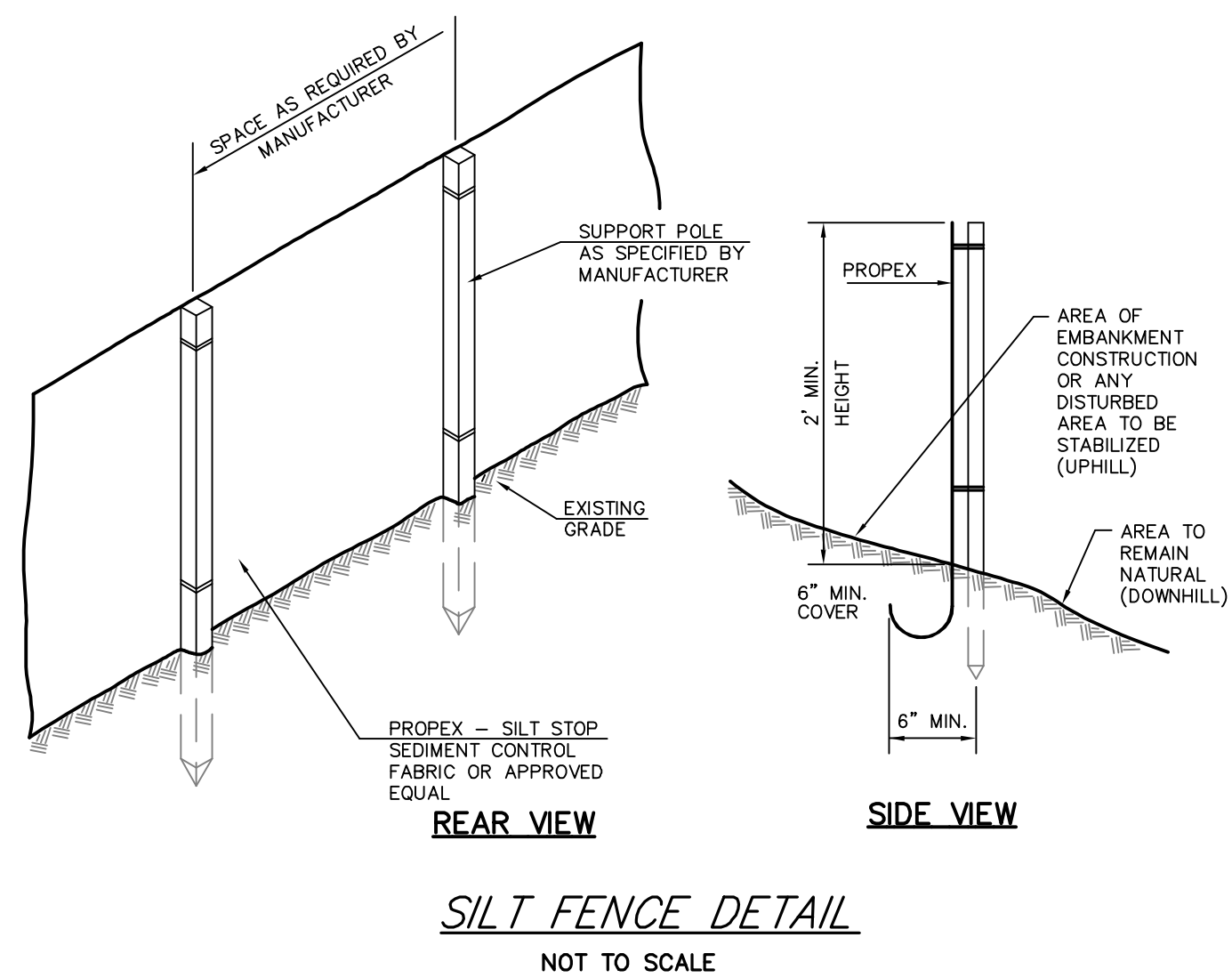
Sincerely,

FARWELL ENGINEERING SERVICES, LLC



Tobin Farwell, P.E.
Principal

2642-narrative.doc



CONSTRUCTION NOTES:

1. CONTRACTOR TO INSTALL SILT FENCE PRIOR TO CONSTRUCTION.
2. CONTRACTOR TO INSPECT SILT FENCE PRIOR TO RAIN EVENTS. REPAIR/ REPLACE AS NECESSARY.

REFERENCE PLANS:

I. EXISTING CONDITIONS PLAN BY ATLANTIC SURVEY - 105 SPUR ROAD DOVER NH - DATED 6/18/26



TOBIN
K.
FARWELL
No. 9649
LICENSED
PROFESSIONAL ENGINEER

Tobin Farwell

1	DATE	INITIAL SUBMISSION	TKF		
NO.	DATE	DESCRIPTION	BY		

OWNER/APPLICANT:
**CHRISTOPHER &
GENEVEIVE CROASDALE
105 SPUR RD
DOVER, NH 03820**

PROJECT:

*TAX MAP L
LOT 22
105 SPUR ROAD
DOVER, NH*

TITLE:

SITE PLAN

SHEET NUMBER: *S-1*