

CITY OF METHUEN
METHUEN HISTORIC DISTRICT COMMISSION
SEARLES BUILDING, SUITE 217
41 PLEASANT STREET
METHUEN, MA 01844
(978) 983-8560 / Fax (978) 983-8976

APPLICATION FOR CERTIFICATE

Please refer to the official Historic District Commission meeting schedule for meeting dates (typically held the fourth Thursday of every month) and their associated submission deadlines.

Please submit the following, to the Department of Economic and Community Development, 41 Pleasant Street, Suite 217 by the appropriate submission deadline:

- A **\$25.00 application fee** in the form of a check payable to “City of Methuen”
- **One original and ten (10) copies—ELEVEN (11) TOTAL** of:
 - The completed application
 - Secured to each copy of the application: Photographs, material and color samples, manufacturer’s illustrations, plans and elevations, shop drawings, site or plot plan, and any other applicable exhibits needed to best inform Commissioners of your proposed actions. **Sign applications** must include dimensions, accurate color samples (paint chips), materials, location, method of display, an image of the proposed sign at an appropriate scale in its proposed location, and an image of any existing signs. Note whether the sign is new or replaces an existing sign.

Applications will not be accepted if incomplete, missing copies, or with unpaid fees.

- If your application requires a public hearing (please inquire at the Department of Economic and Community Development), your application must also include:
 - A certified Historic District Commission abutter’s list, obtained through Customer Service in Suite 119 or directly from the Assessor’s office in Suite 103 (\$35.00 to City of Methuen).
 - Stamped envelopes, pre addressed to each of the abutters and the applicant. If the City of Methuen, 41 Pleasant Street is listed as an abutter, no stamp is required on the addressed envelope.

Applicants, or their representatives, are expected to be present at the meeting during which their application is discussed. Otherwise, the application is subject to removal from the agenda. Application decisions may require more than one meeting.

If any change in use of occupancy or location, or increase in square footage, height, or enclosed space (including garages) is proposed, certification that a ZONING VARIANCE has been issued by the Methuen Zoning Board of Appeals is required. The Commission will NOT hold a hearing on the Application before that certification is issued.

Name of Applicant/Contact: _____

Site Location of Application: _____

Business Name (or N/A): _____

Applicant Mailing Address: _____

City, State, Zip: _____

Telephone/Fax #'s: _____ / _____

E-mail: _____

Name of Architect: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Mass. Reg. #: _____
Telephone/Fax #'s: _____ / _____
E-mail: _____

DOCUMENTATION ATTACHED:

- ____ Photographs
- ____ Materials and/or Color Samples
- ____ Manufacturer's Illustration
- ____ Plans and Elevations
- ____ Shop Drawing(s)
- ____ Site or Plot Plan
- ____ Abutters List
- ____ Stamped envelopes, pre-addressed to abutters
- ____ Other

Failure to submit the appropriate materials, substantial information, and/or application fee will result in rejection of this application as incomplete.

CERTIFICATION:

The applicant hereby certifies that this application is complete and accurate, to the best of his/her knowledge, and that no material misrepresentation is made herein.

Applicant(s): _____
Signature(s) Date

Contractor: _____
Signature Date