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METHUEN, MA

03-25

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

2023 NOV -8 PM 3: 00

## APPLICATION FOR CERTIFICATE

Please refer to the official Historic District Commission meeting schedule for meeting dates (typically held the fourth Thursday of the 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 from the Assessor's office in Suite 103, 978-983-8530 (**\$35.00** to City of Methuen).
  - Self-address, stamped envelopes, for 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. **DO NOT INCLUDE A RETURN ADDRESS.**

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: HEATHER HOPKINS Dusko

Site Location of Application: 246 BROADWAY

Business Name (or N/A): BANK OF AMERICA

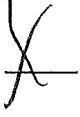
Applicant Mailing Address: 27 OLD MERTINGHOUSE ROAD

City, State, Zip: ATLUBURN, MA 01501

Telephone/Fax #'s: 508-612-6954

E-mail: hwoodhopkins@charter.net

Check type of Certificate applying for:



**CERTIFICATE OF APPROPRIATENESS** for work described and exhibits filed.

**CERTIFICATE OF NON-APPLICABILITY** for the following reason(s):

- Not visible from public street, way, place or body of water
- Reconstruction similar to original following fire or other disaster
- Maintenance, repair, or replacement, using same design, materials, colors
- No architectural features involved
- Proposed work complies with guidelines
- Other

**CERTIFICATE OF HARDSHIP**, financial or otherwise described herein and not a substantial derogation from intent and purposes of law.

**DESCRIPTION OF PROPOSED WORK.** Proposed project and current site conditions:

REPLACE/INSTALL SIGNS FOR BANK OF AMERICA

EXT 01/02 - REPLACE CABINETS @ 54 SQ FT EACH.

W/ TEXT 13<sup>3</sup>/<sub>4</sub>" X 11' 5<sup>3</sup>/<sub>4</sub>" @ 13 SQ FT

EXT 03/04 - NEW CABINETS @ 30 SQ FT EACH.

W/ TEXT 13<sup>3</sup>/<sub>4</sub>" X 11' 5<sup>3</sup>/<sub>4</sub>" @ 13 SQ FT

EXT 07 - REPLACE TENANT PANEL @ 5 SQ FT.

Proposed Start Date:

12/1/2023

Proposed Completion Date: 12/31/2023.

Name of Contractor:

SOUSA SIGNS, LLC

Contact Person:

KRISTEN MADDEN.

Address:

225 EAST INDUSTRIAL PARK DRIVE

City, State, Zip:

MANCHESTER, NH 03109

License #:

N/A

Telephone/Fax #'

603-622-5067 X 1101

E-mail:

Kristen@SousaSigns.com

Name of Architect: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mass. Reg. #: \_\_\_\_\_

Telephone/Fax #'s: \_\_\_\_\_ / \_\_\_\_\_

E-mail: \_\_\_\_\_

#### DOCUMENTATION ATTACHED:

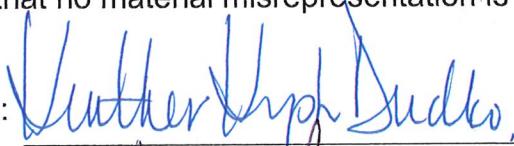
- Photographs
- Materials and/or Color Samples
- Manufacturer's Illustration
- Plans and Elevations
- Shop Drawing(s)
- Site or Plot Plan
- Abutters List
- Stamped envelopes, pre-addressed to abutters
- Other

**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):

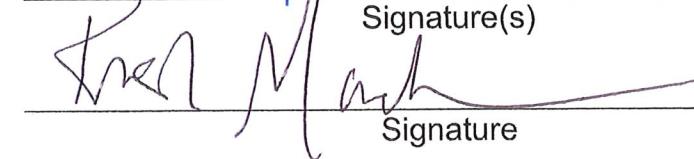


Signature(s)

10/6/2023

Date

Contractor:



Signature

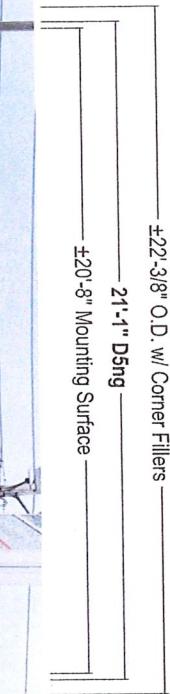
11/4/2023

Date

**EXT-001 SIDE (SOUTHWEST) ELEVATION @ REMOTE ATM BUILDING**

Scale: 1/14"=1'-0"

Existing SQ. FT.	56
Proposed SQ. FT.	54



**PROPOSED**

**SIGN CABINET BACKGROUND PANEL WILL BE OPAQUE/NON-ILLUMINATED**



**EXISTING CONDITIONS**

**EXISTING 2'-6-1/4" x ±22'-3" CABINET TO BE REMOVED & REPLACED;  
USE EXISTING ELECTRIC.**

Net Area = 13 4<sup>2</sup>

**Stratus™**

stratusunlimited.com

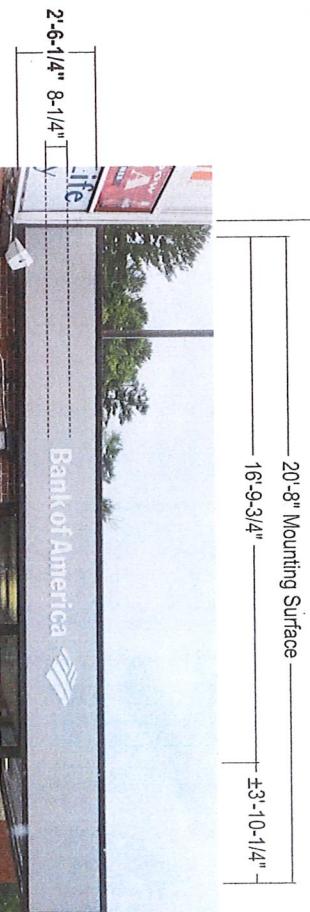
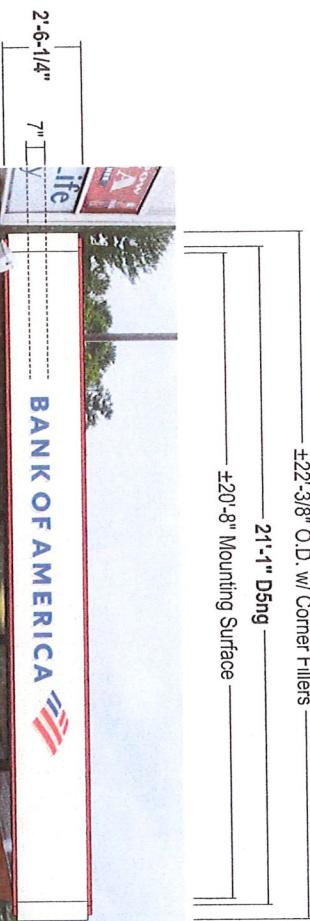
81050 Taylor Boulevard  
Member, Ohio 44606  
888.503.1569

CLIENT	ORDER NUMBER	PROJECT NUMBER	Rev #	Req #	Date/Artist	Description
<b>BANK OF AMERICA</b>	1192590	4306	Original	440184	08/09/23 NPP	
			Rev 1	440715	10/16/23 NS	Revised to match updated Stratus Shop drawings
ADDRESS	SITE NUMBER	PROJECT MANAGER				
246 Broadway	6511	Brian Whitman				
Methuen MA						
01844-3044						
4306_6511_Methuen.R1.Cdf						
	PAGE NO.					
	6					

**EXT-002 SIDE (NORTHEAST) ELEVATION @ REMOTE ATM BUILDING**

Scale: 1/4"=1'-0"

Existing SQ. FT.	56
Proposed SQ. FT.	54



**PROPOSED**

SIGN CABINET BACKGROUND PANEL WILL BE OPAQUE/NON-ILLUMINATED

front area = 13 4

**EXISTING CONDITIONS**

EXISTING 2'-6-1/4" x ±2'-3" CABINET TO BE REMOVED & REPLACED:  
USE EXISTING ELECTRIC.

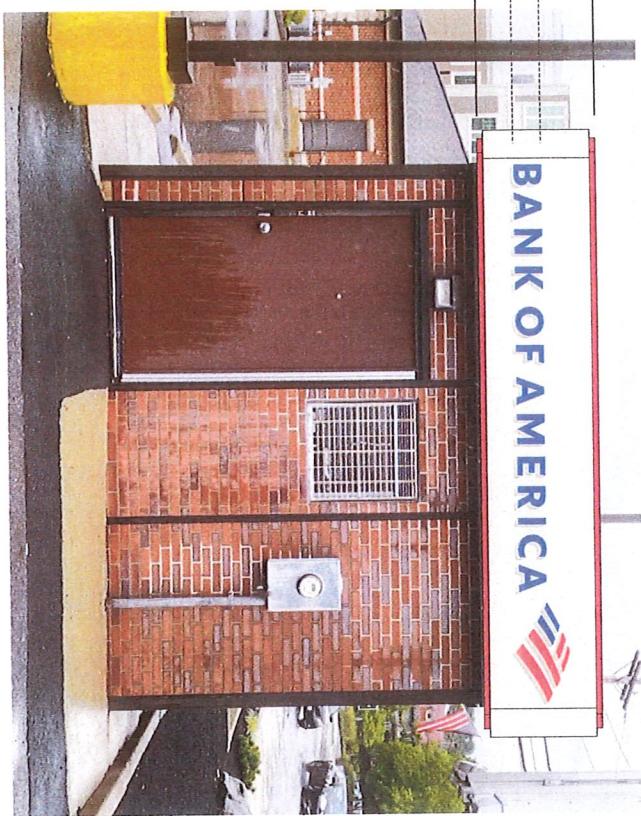
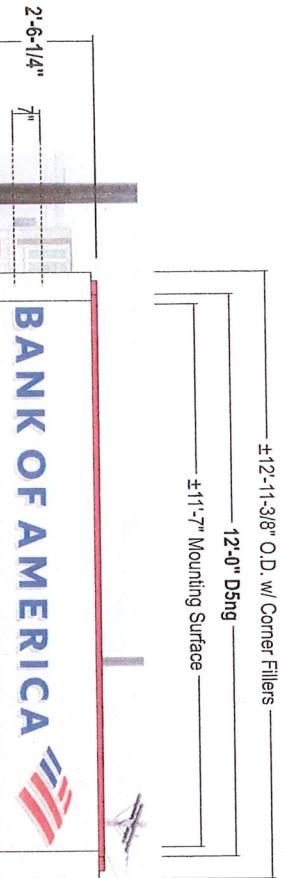
<b>Stratus™</b>	
stratusunlimited.com	
8050 Tyler Boulevard Mentor, Ohio 44060 888.503.1569	246 Broadway Methuen, MA 01844-3044
ADDRESS:	PAGE NO.:
6511	7
ELECTRONIC FILE NAME: K\CCOUNTS\BANK OF AMERICA\2023\MA6511_Methuen 4306_6511_Methuen_R1.cdr	

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**EXT-003 REAR (SOUTHEAST) ELEVATION @ REMOTE ATM BUILDING**

Scale: 3'0"-1'-0"

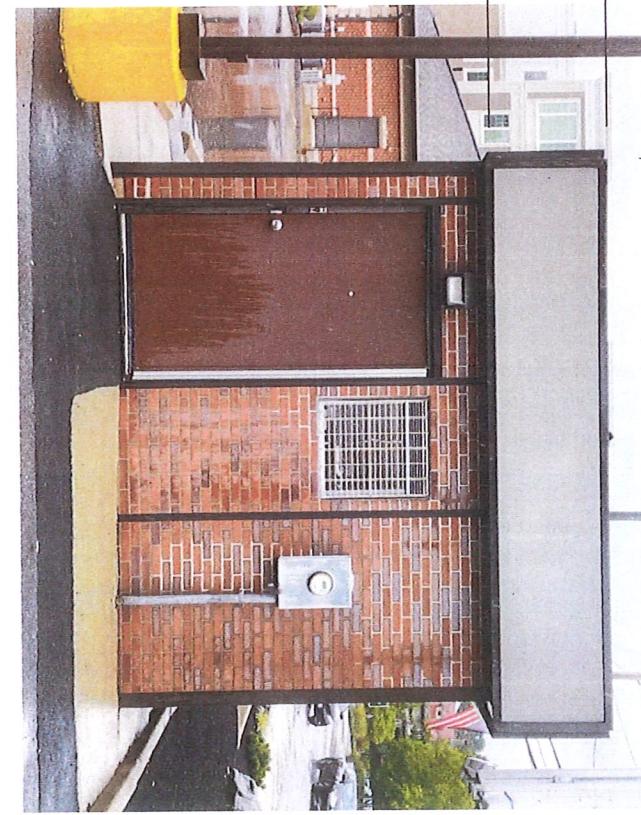
Existing SQ. FT.	31
Proposed SQ. FT.	30



**PROPOSED**

SIGN CABINET BACKGROUND PANEL WILL BE OPAQUE/NON-ILLUMINATED

**EXISTING CONDITIONS**



EXISTING 2'-6-1/4" x 12'-2" CABINET TO BE REMOVED & REPLACED.  
USE EXISTING ELECTRIC

Front area = 13 4

**Stratus™**

stratusunlimited.com

BEST TEL: 1-800-546-5000  
Member, Ohio AdvoCo  
888.503.1569

CLIENT:	BANK OF AMERICA	
ADDRESS:	246 Broadway Methuen MA 01844-3044	
PAGE NO.:	8	
ORDER NUMBER:	119290	PROJECT NUMBER:
	4306	
SITE NUMBER:	6511	
PROJECT MANAGER:	Brian Whitman	
ELECTRONIC FILE NAME:	K:\\COUNTSBANK\\OF\\AMERICA\\2023\\MA\\6511_Methuen\\4306_6511_Methuen_R1.03	

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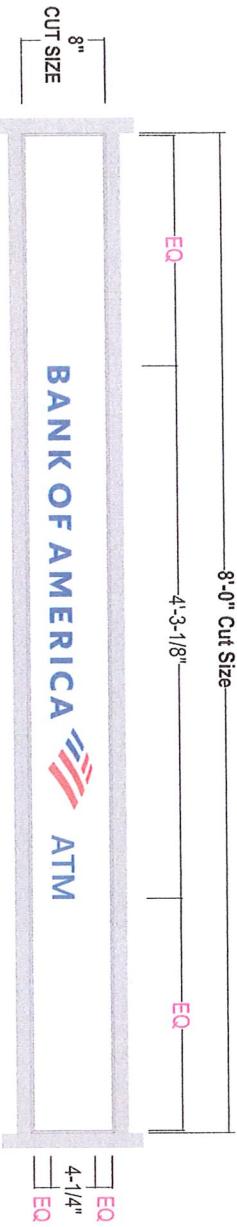




**EXT-007a FACE REPLACEMENTS @ D/F ILLUMINATED TENANT PYLON**

**EXT-007b**

1"=1'-0"  
5.3 square feet



visible opening: 7'-1 1/2" x 7'-11-1/2"

**EXISTING CONDITIONS**



SIDE "B"

SIDE "A"

**PROPOSED**



**Stratus**™

stratusunlimited.com  
8059 Tyler Boulevard  
Mentor, Ohio 44060  
288-503-1569

CLIENT	ORDER NUMBER:	PROJECT NUMBER:	Rev#	Req#	Date/Artist	Description
<b>BANK OF AMERICA</b>	1192580	4-206	Original	447194	09/26/23 NRP	
			Rev1	447185	10/16/23 NS	Updated per survey, Updated artwork to be provided back-up
ADDRESS:	SITE NUMBER:	PROJECT MANAGER:				
246 Broadway	6511	Brian Whitman				
ELECTRONIC FILE NAME:						
KIAccountsBANK OF AMERICA2023MA1651_Methuen						
4006-5511_Methuen_R1.cdr	15					

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**From:** [Joseph Fisichelli](#)  
**To:** [Markovic-Kuldija, Sadin @ Boston](#)  
**Subject:** Re: Bank of America Methuen, MA 246 Broadway, Remote ATM Exterior Renovation  
**Date:** Sunday, September 24, 2023 10:15:38 AM

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External

Hi Sadie

Sorry for my delayed response, I have reviewed the attached proposed revisions to the BOA ATM Kiosk at 246 Broadway Methuen MA and I fully Approve those changes/updates.

Thank you  
Joseph Fisichelli, Manager  
Am-Fis Realty Trust, Inc

Joe Fisichelli  
**The Fisichelli Team - KW**  
[Jofis@comcast.net](mailto:Jofis@comcast.net)  
978.994.6502  
Five C Construction

Sent by iPhone, I apologize for any spelling or grammar errors

On Sep 20, 2023, at 2:06 PM, Markovic-Kuldija, Sadin @ Boston  
<[Sadin.MarkovicKuldija@cbre.com](mailto:Sadin.MarkovicKuldija@cbre.com)> wrote:

Dear Sir or Madam,

I'm a CBRE Project Manager working on exterior renovation of Bank of America's ATM kiosk at 246 Broadway in Methuen, MA. The scope of the project is replacement of the sign to the new standard, painting of the side door, new side lights and bollards in front of the glass front. Can you please review the attached drawings and let me know if you approve so we can file for a permit. I have attached a form that landlords typically fill out but you can also respond to this email with your contact information or use your own stationary.

Please let me know if you have any questions.

Thank you.

Sadin Markovic | Project Manager  
CBRE | Global Workplace Solutions  
100 Federal Street, MA5-100-M5-15 | Boston, MA 02110  
C 781.606 2074  
[Sadin.MarkovicKuldija@CBRE.com](mailto:Sadin.MarkovicKuldija@CBRE.com)

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<4306\_6511\_Methuen (082923).pdf>  
<Bank of America ATM 246 Broadway, Methuen, MA.pdf>  
<LL Approval Template.doc>