

**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: Methuen Memorial Chapel, Inc.
Site Location of Application: 233 Lawrence Street, Methuen
Business Name (or N/A): Kenneth H. Pollard Funeral Home
Applicant Mailing Address: 233 Lawrence Street
City, State, Zip: Methuen, MA 01844
Telephone/Fax #'s: 978-687-7300 1978-794-8352
E-mail: rchase@pollardfuneralhome.com

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:

The only change being made to the existing sign is the lettering in order to reflect the new name of the funeral home.
The same font will be used with the new lettering as was used previously.

Proposed Start Date: ASAP Proposed Completion Date: TBD
Name of Contractor: Harvey Signs
Contact Person: Rick Harvey
Address: 30 Osgood Street
City, State, Zip: Methuen, MA 01844
License #: CS-071652
Telephone/Fax #'s: 978-794-2071 1978-686-1841
E-mail: info@harveysigns.com

Name of Architect:

N/A

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):

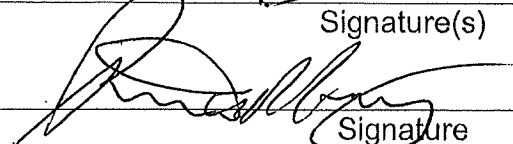


Signature(s)

7/16/2025

Date

Contractor:



Signature

7/18/2025

Date



KENNETH H.
POLLARD
FUNERAL HOME
233 LAWRENCE ST., METHUEN

Established
1953



7-14-25

Pollard Funeral Home

Change To: by 9-5-25

"Methuen Family Funeral Home"

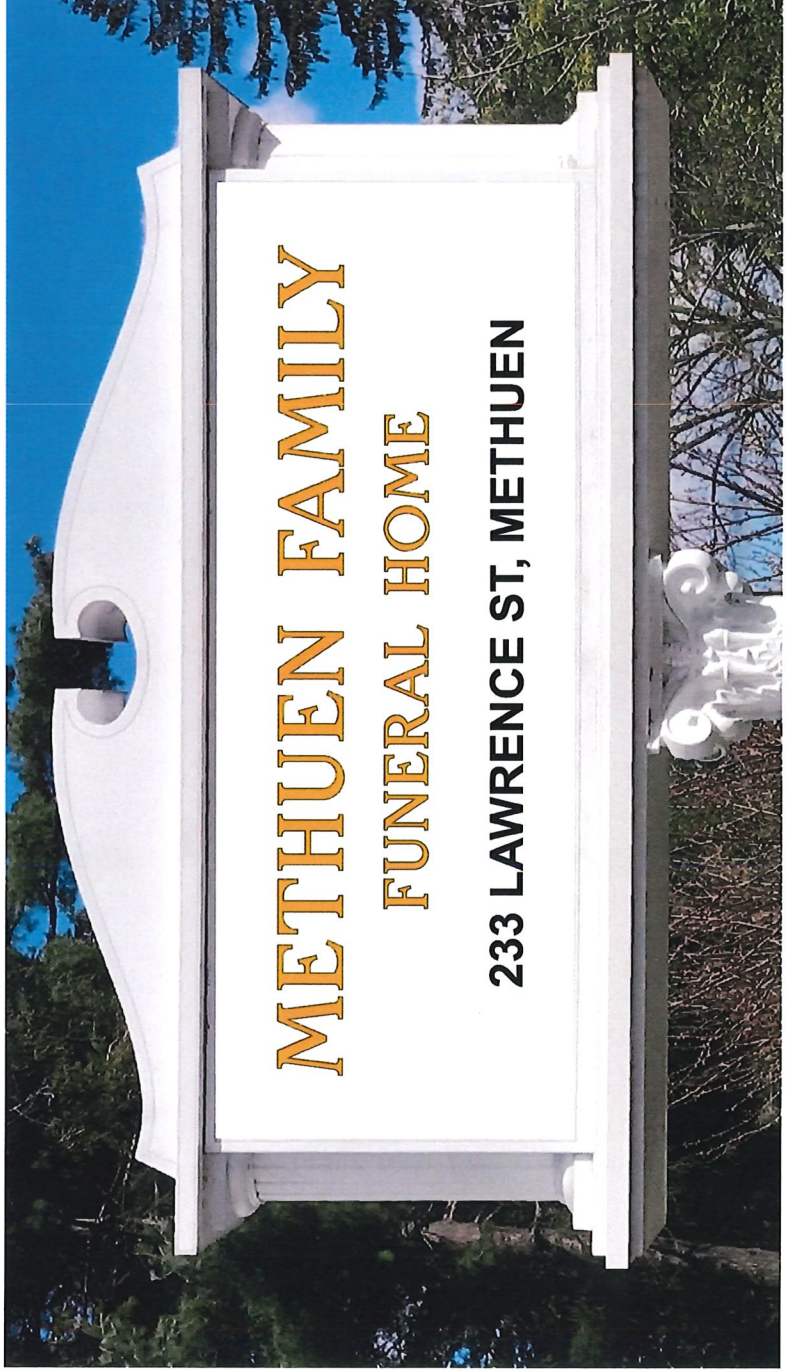
Same Font & Size Letters

Rob (O) 978-687-7300 (C) 978-387-9431

Existing



Proposed



E-MAIL: info@harveysigninc.com
978-794-2071 • FAX 978-686-1841

CUSTOMERS: Please proofread carefully and sign only if all is correct.
Additional charges will be added if any changes or corrections are requested after customer signs off.
This must be signed and emailed or faxed back before start of job

X
Signature/Date

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HARVEY
SIGNS
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FABRICATION • SERVICE • INSTALLATION
30 OSGOOD ST. METHUEN, MA 01844