

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:

978-794-2021 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

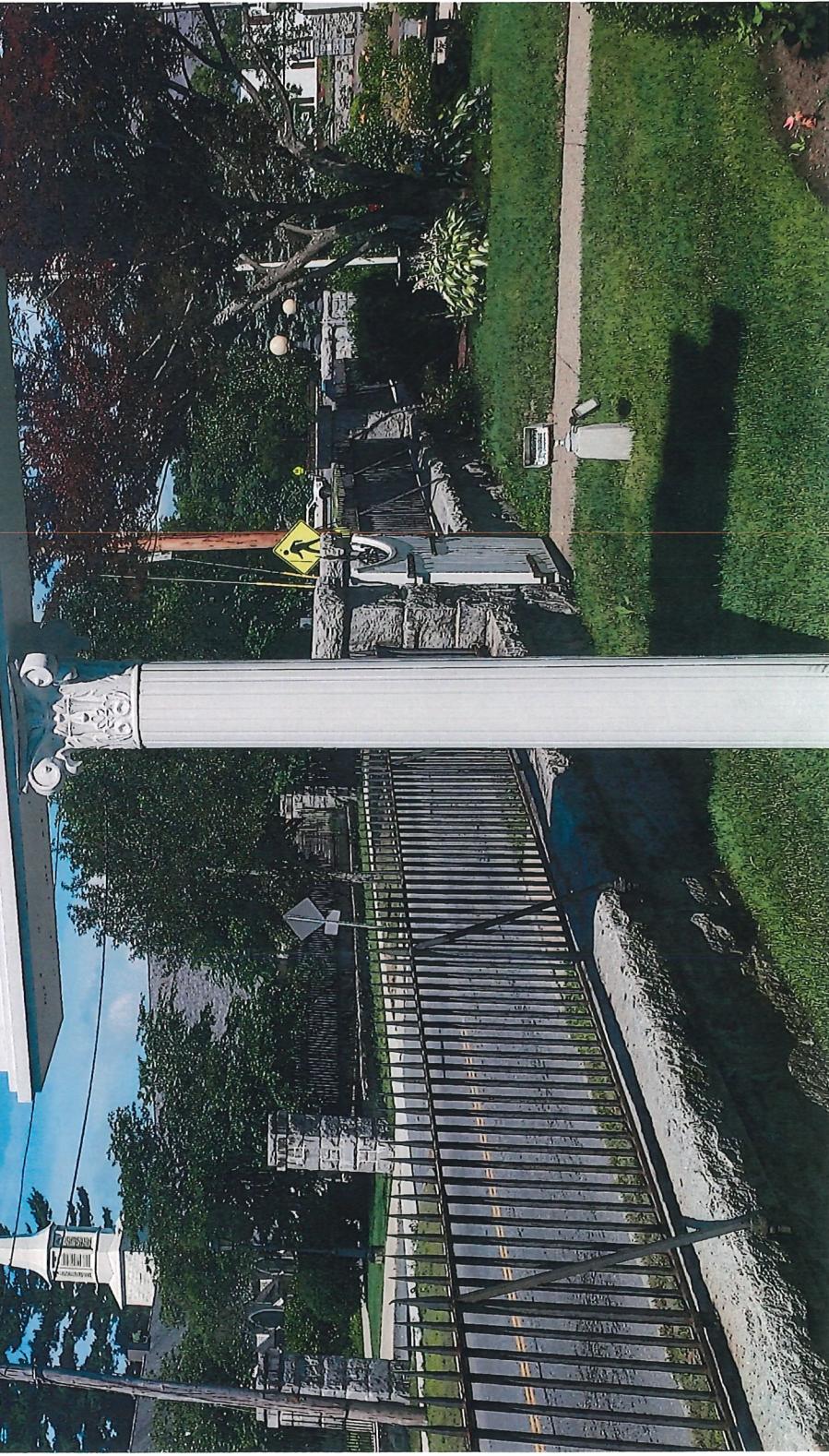
Contractor:



Signature

7/18/2025

Date





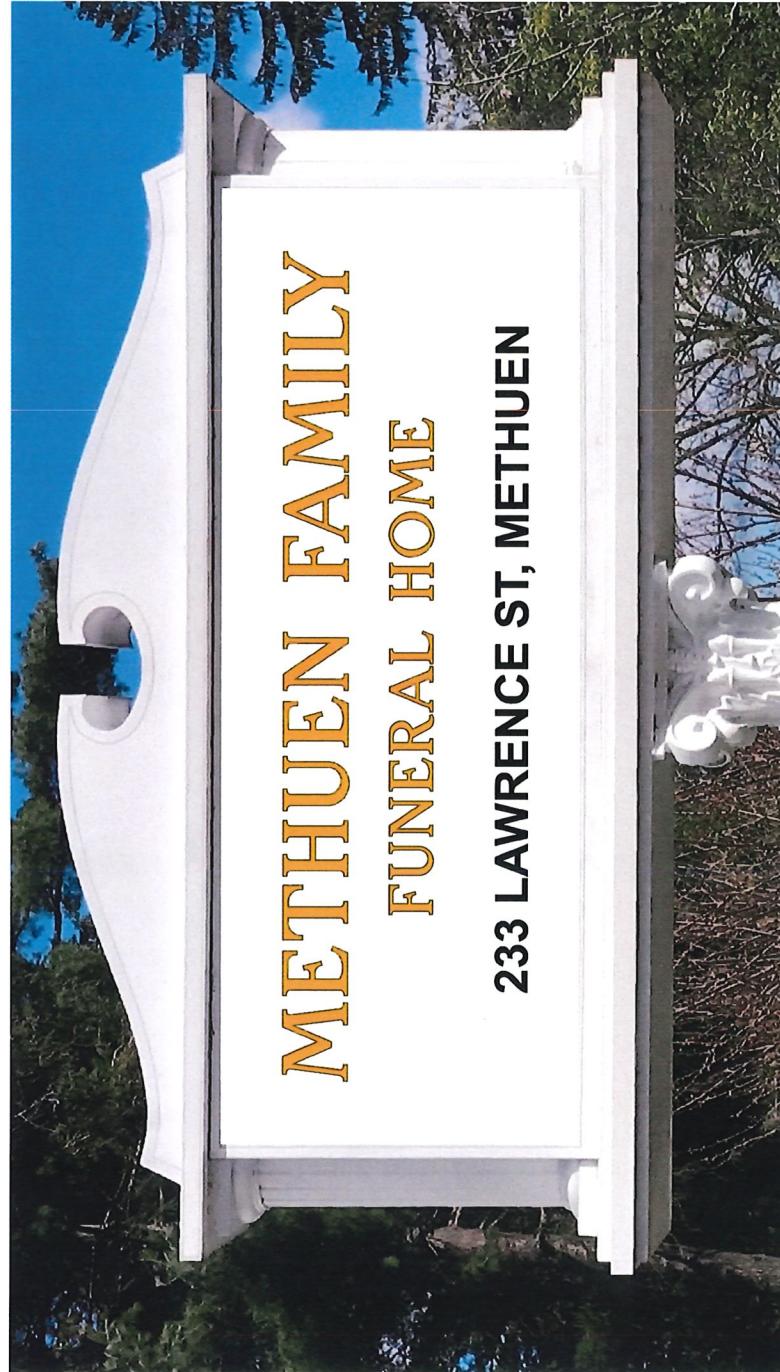
7-14-25

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



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

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30 OSGOOD ST. METHUEN, MA 01844
INTERIOR / EXTERIOR SIGNAGE
FABRICATION • SERVICE • INSTALLATION
X
Signature/Date
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 mailed or faxed back before start of job

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