

**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: MTZ Realty LLC  
Site Location of Application: 116 Ditson Place Methuen MA 01844  
Business Name (or N/A): \_\_\_\_\_  
Applicant Mailing Address: 116 Ditson Place  
City, State, Zip: Methuen MA 01844  
Telephone/Fax #'s: 978-387-2318, 978-984-7044  
E-mail: agent.martinez18@gmail.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:

Replace building four exterior doors and garage door, all existing in poor condition. Replace all windows with wood clad 6 over 6 lites black windows. Add ramp on left side. Keeping white on building, painting shutters black. Replace front steps with black trav. Replace garage and Main porch shingle to match same roof

Proposed Start Date: 12/7/25 Proposed Completion Date: 3/31/26

Name of Contractor: Thomas Souther

Contact Person: Thomas Souther

Address: 8 Woodland Dr.

City, State, Zip: Sandown NH 03873

License #: CS-108348

Telephone/Fax #'s: 603-459-3401

E-mail: Souther.tom@gmail.com

Name of Architect: Marcos Devers  
Contact Person: Marcos Devers  
Address: 16 Woodland St  
City, State, Zip: Lawrence MA 01841  
Mass. Reg. #: \_\_\_\_\_  
Telephone/Fax #'s: 978-804-7588 / \_\_\_\_\_  
E-mail: MdIincorporated@comcast.net


**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) 11/13/25 Date  
Contractor: \_\_\_\_\_ Signature \_\_\_\_\_ Date





Methuen 10PM

01844

What can ...



Methuen 10PM

01844

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Based on your search:



## 36 in. x 80 in. 2-Panel Universal 6-Lite TDL Satin Glass Unfinished Fir Wood Front Door Slab with Ovolo Sticking

by Builders Choice >

Common Door Size (WxH) in.: 36 x 80

36 x 80

36 x 96

Feedback

\$2,008<sup>00</sup>

Pickup at [Methuen](#)

Delivering to [01844](#)

### Ship to Store

Nov 18 - Nov 21

5 available

FREE

### Delivery

Nov 19 - Nov 24

5 available

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[Delivery Details](#)

1



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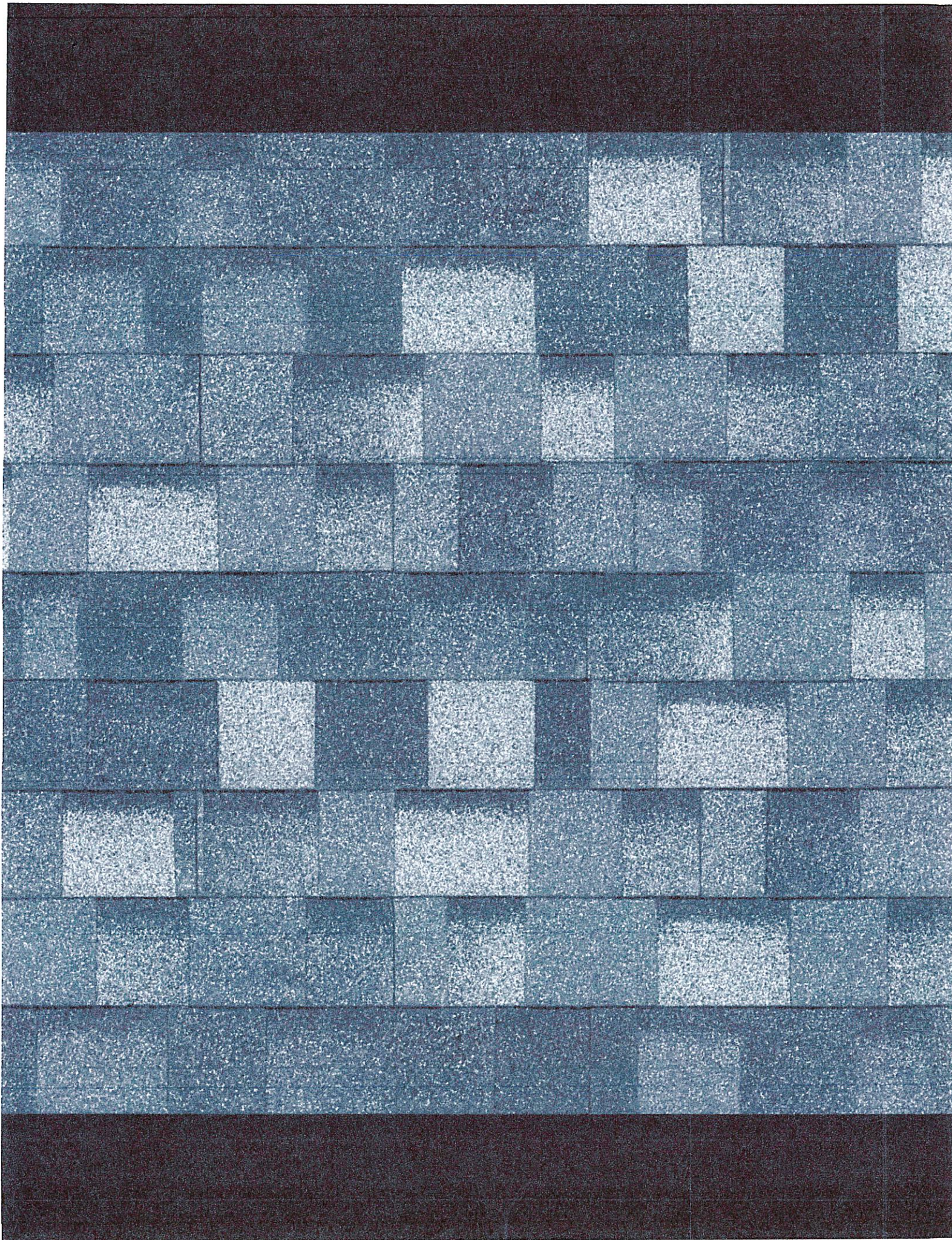






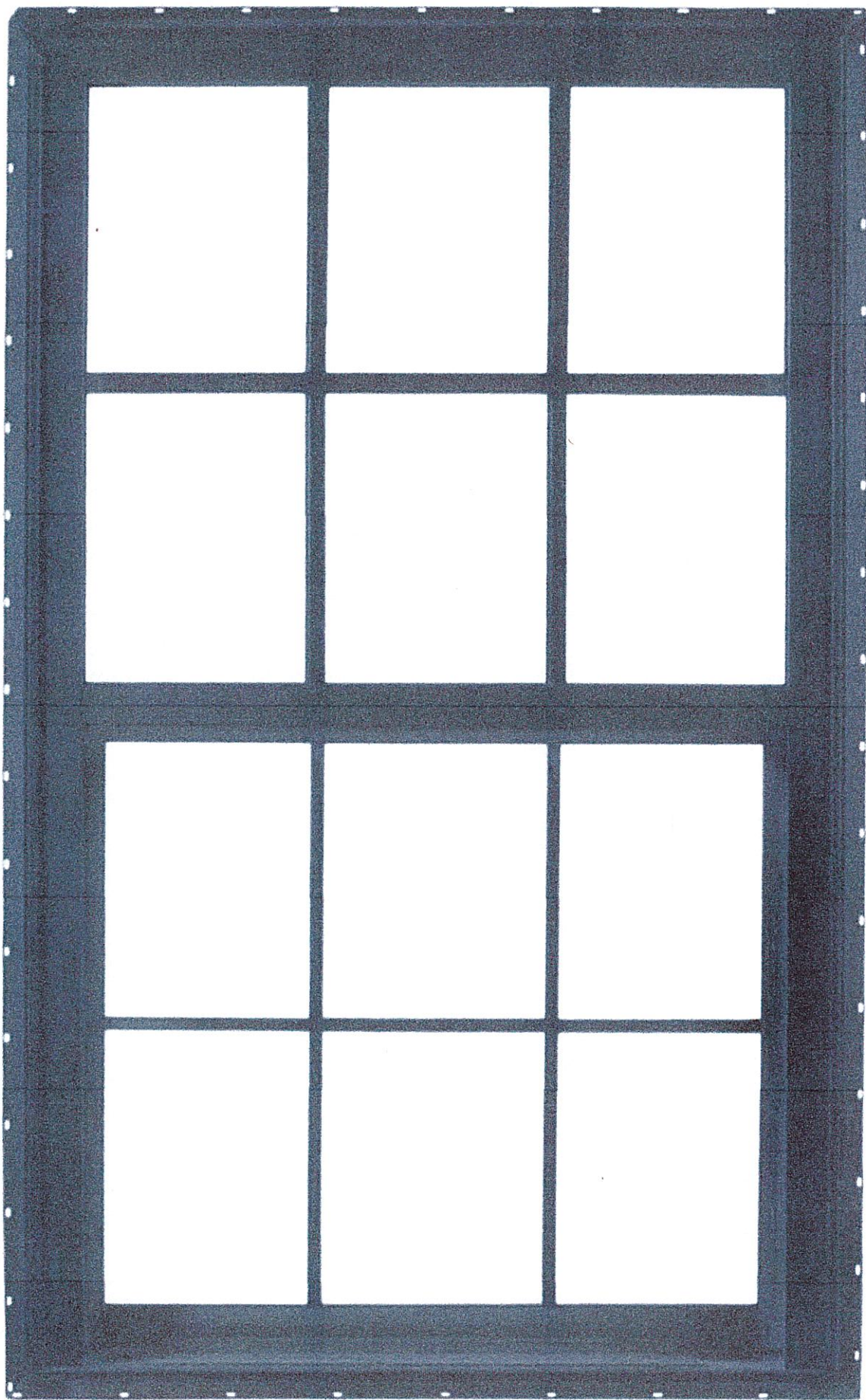








New





QUOTE EXPIRES

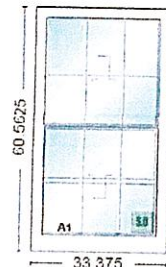
Quote Not Certified

BILL TO:

SHIP TO:

QUOTE #	QUOTE DATE	LOAD DATE	SHIP DATE	QUOTED BY
9028826	10/22/2025	Load Date Not Set	Quote Not Ordered	Darnell Legette
JOB NAME		CUSTOMER PO#	BUILDING/LOT #	CONTACT
		MARTINEZ		

LineItem #	Description	Net Price	Extended
1-1	Rough Opening: 34 3/8 X 61 1/16, Frame: 33 3/8 X 60 9/16		
Qty: 35	Wrapping - Clear Opening Calculations 29.672 X 26.50025, Clear Opening	\$890.64	\$31,172.40
Room Location:	Area: 5.46		
None Assigned	Wrapping - Masonry Opening Calculations 33 13/16 X 60 3/4		
Note:	Product Unit 1:Mira Premium Double Hung		
	Dimensions Call Size 2-8 4-10, Frame Size 33.375 X 60.5625		
	Color Exterior = Black, Interior = Primed, Balance = Black/Beige		
	Unit Type EZ Tilt		
	Unit Performance H-LC50 (DP +50/-70), No Thermal Requirement, U-		
	Factor = 0.3, SHGC = 0.25, VLT = 0.44, CPD = PWG-M-96-00732-00002		
	Glass Unit 1: Low-E2+ /Argon, Double Glazed, Warm Edge (WE), Metal		
	Unit 1 Lower, 1 Upper: Annealed		
	Grilles 7/8" SDL w/Shadow Bar, Colonial, Exterior = Black, Interior =		
	Primed, 3W2H		
	Hardware Black, 2 Locks, Sash Lifts		
	Screen Full Screen, Black, Shipped Separately		
	Wrapping - Exterior Casing None		
	Wrapping - Jamb Extension 6 9/16", All Side		



LineItem #	Description	Net Price	Extended
1-2	Unit 1 Screen, 2-8 4-10, Screen Color: Black, Screen Width: 31.625 Screen		
Qty: 35	Height: 58.5625	\$38.33	\$1,341.55

Room Location:  
None Assigned  
Note:

Total Unit Quantity: 70

Quote #: 9028826



www.plygemwindows.com

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Printed: 11/10/2025 9:12:07 AM









PROJECT PROVIDED BY :

PROJECT DESCRIPTION :

**PROPOSED  
RAMP FOR ADA  
ACCESSIBILITY**

OWNER & ADDRESS :

**JOSE MARTINEZ  
16 DITSON PL  
METHUEN, MA. 01844**

TITLE :

**ILLUSTRATION 3**

DATE: Nov. 11-2025 SCALE:

SHEET :

**m. a**





PROJECT PROVIDED BY :

PROJECT DESCRIPTION :

**PROPOSED  
RAMP FOR ADA  
ACCESSIBILITY**

OWNER & ADDRESS :

**JOSE MARTINEZ  
16 DITSON PL  
METHUEN, MA. 01844**

TITLE :

**ILLUSTRATION 5**

DATE: Nov. 11-2025 SCALE:

SHEET :

**5.2**