

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: 16 Ditson Place Methuen MA 01844
Business Name (or N/A): _____
Applicant Mailing Address: 16 Ditson Place
City, State, Zip: Methuen MA 01844
Telephone/Fax #'s: 978-381-2318, 978-984-7044
E-mail: agentmatinez18@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 wooden clad 6 over 6 lites black windows. Add ramp on left side. Keeping white on building, painting shutters black. Replace front steps with black trex. 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:

617-459-3401

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: 978-804-1588
E-mail: MDIncorporated@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

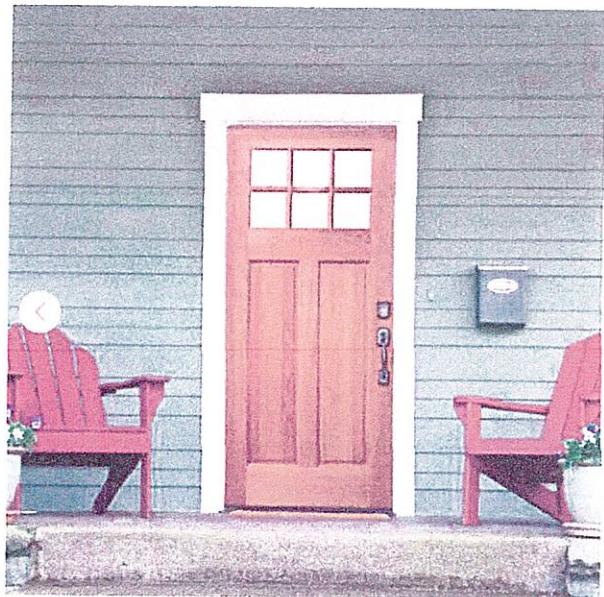
Date

[Methuen 10PM](#)[01844](#)

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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](#)**\$2,008⁰⁰**Pickup at [Methuen](#)Delivering to [01844](#)**Ship to Store**

Nov 18 - Nov 21

5 available

FREE**Delivery**

Nov 19 - Nov 24

5 available

[Check Nearby Stores](#)[Delivery Details](#)

1

+

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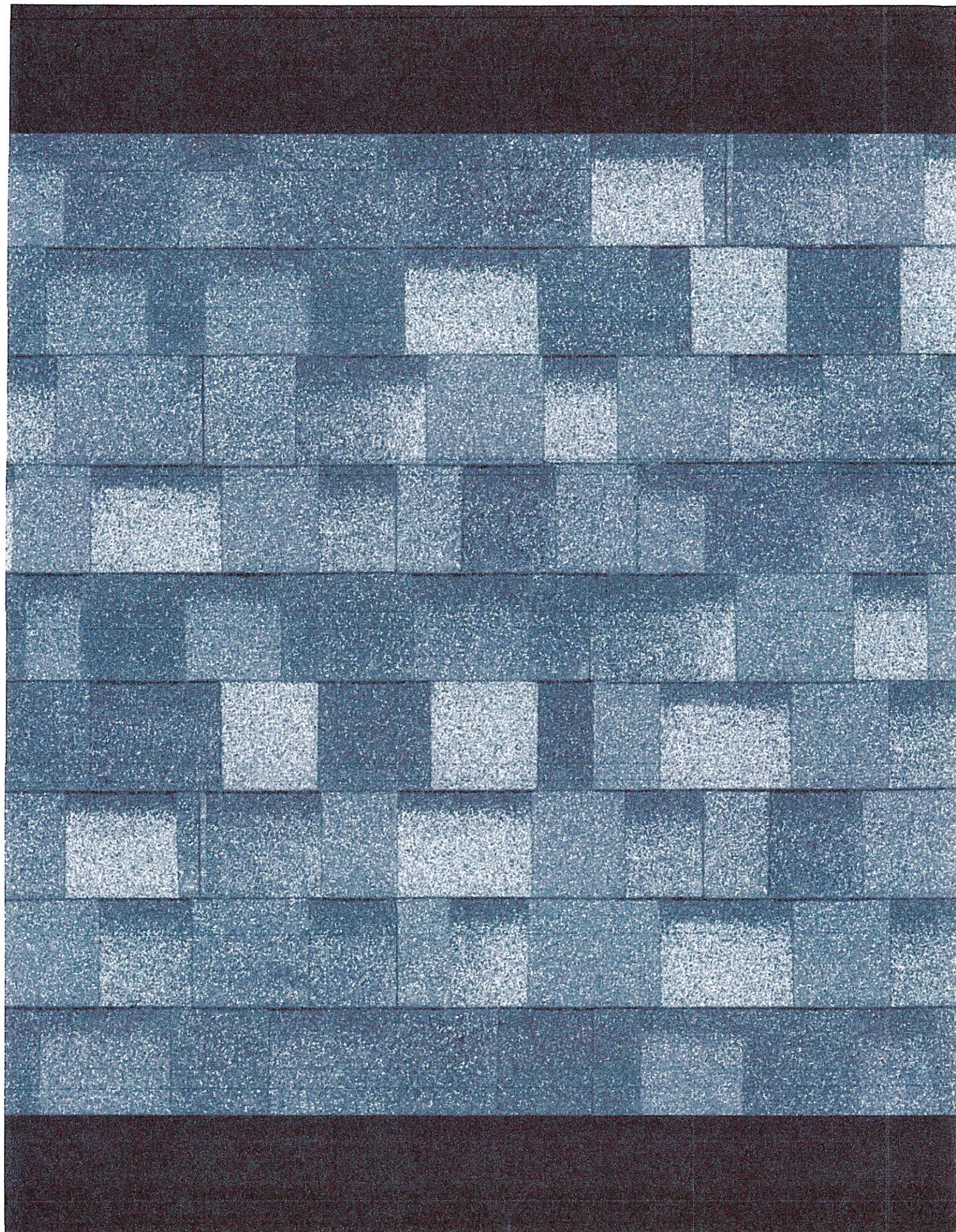




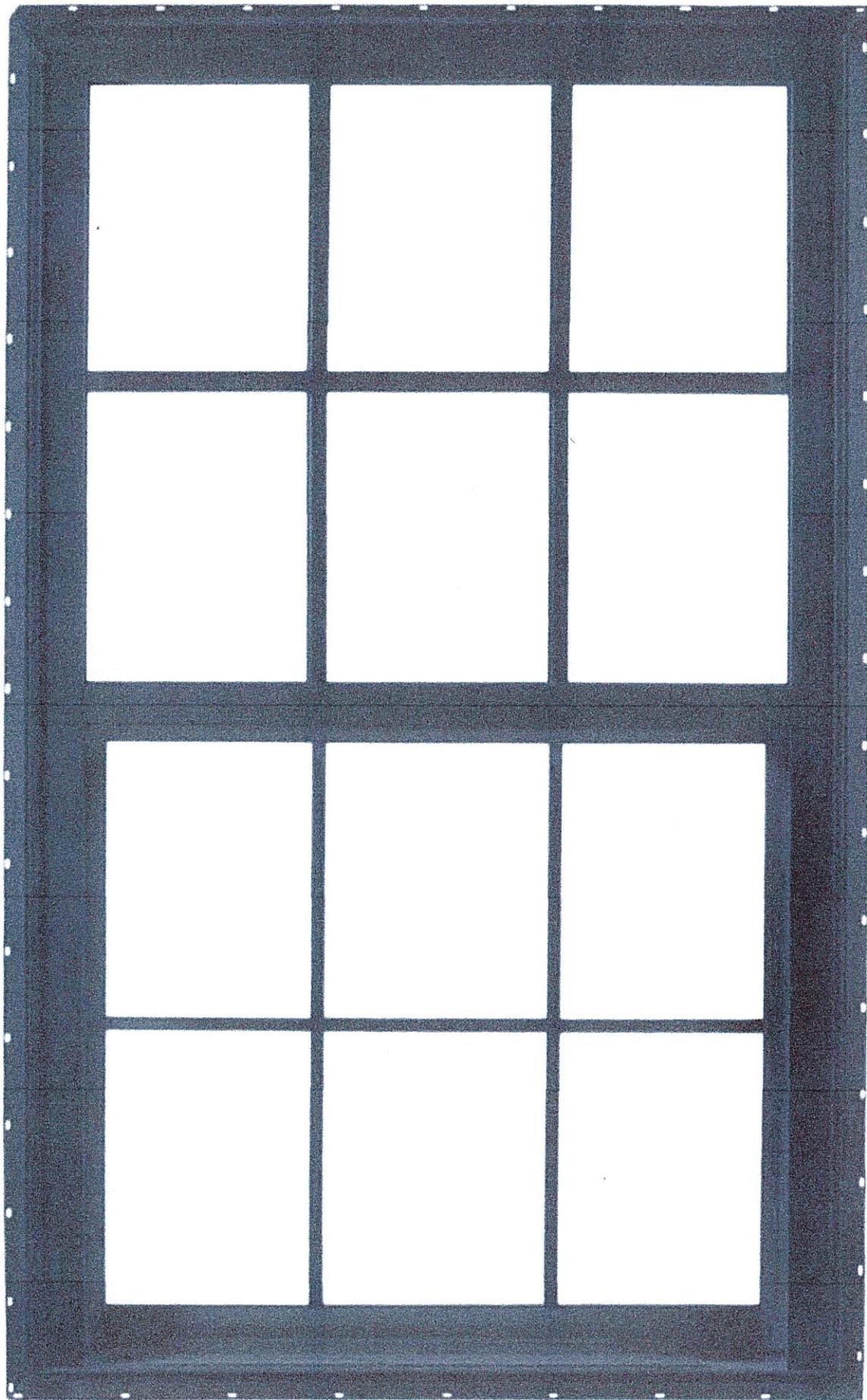








new

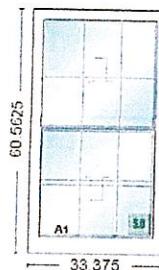


BILL TO:

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	\$890.64	\$31,172.40
Qty: 35	Wrapping - Clear Opening Calculations 29.672 X 26.50025, Clear Opening Area: 5.46		
Room Location:	Wrapping - Masonry Opening Calculations 33 13/16 X 60 3/4		
None Assigned	Product Unit 1:Mira Premium Double Hung		
Note:	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 Height: 58.5625	\$38.33	\$1,341.55
Qty: 35			
Room Location:			
None Assigned			
Note:			

Total Unit Quantity: 70





PROJECT PROVIDED BY :

PROJECT DESCRIPTION :

PROPOSED

RAMP FOR ADA
ACCESSIBILITY

OWNER & ADDRESS :

TITLE :

ILLUSTRATION 3

SHEET :

JOSE MARTINEZ
16 DITSON PL
METHUEN, MA. 01844

DATE: Nov. 11-2025 SCALE:

3' 0"



PROJECT PROVIDED BY :

**PROPOSED
RAMP FOR ADA
ACCESSIBILITY**

PROJECT DESCRIPTION :

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

TITLE :

ILLUSTRATION 5

SHEET :

5-1

DATE: Nov. 11-2025 SCALE: