

**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 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: Sundance Sign Co.

Site Location of Application: 251 Broadway Methuen

Business Name (or N/A): Verani

Applicant Mailing Address: 89 Oak St

City, State, Zip: Dover, NH 03820

Telephone/Fax #'s: 603-742-1517 /

E-mail: kelly@sundancesign.com

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

____ 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

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

Reface existing sign faces

Name of Contractor: Sundance Sign Co.

Contact Person: Kelly or Mike

Address: 89 Oak St

City, State, Zip: Dover, NH 03820

License #: _____

Telephone/Fax #'s: 603-742-1517 / _____

E-mail: kelly@sundancesign.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):	<u></u>	<u>3-16-23</u>
	Signature(s)	Date
Contractor:	<u></u>	<u>3-16-23</u>
	Signature	Date



PERMIT
3/10/23

89 OAK STREET DOVER, NH 03820 • 603-742-1517

Company: Verani Realty

Job: Methuen, MA

Type: Freestanding Sign Faces

Quantity: 1

Size: oa: 83"h x 45"w (25.9SF)
vo: 80.5"h x 40.5"w

Sides: 2

Style: Flat

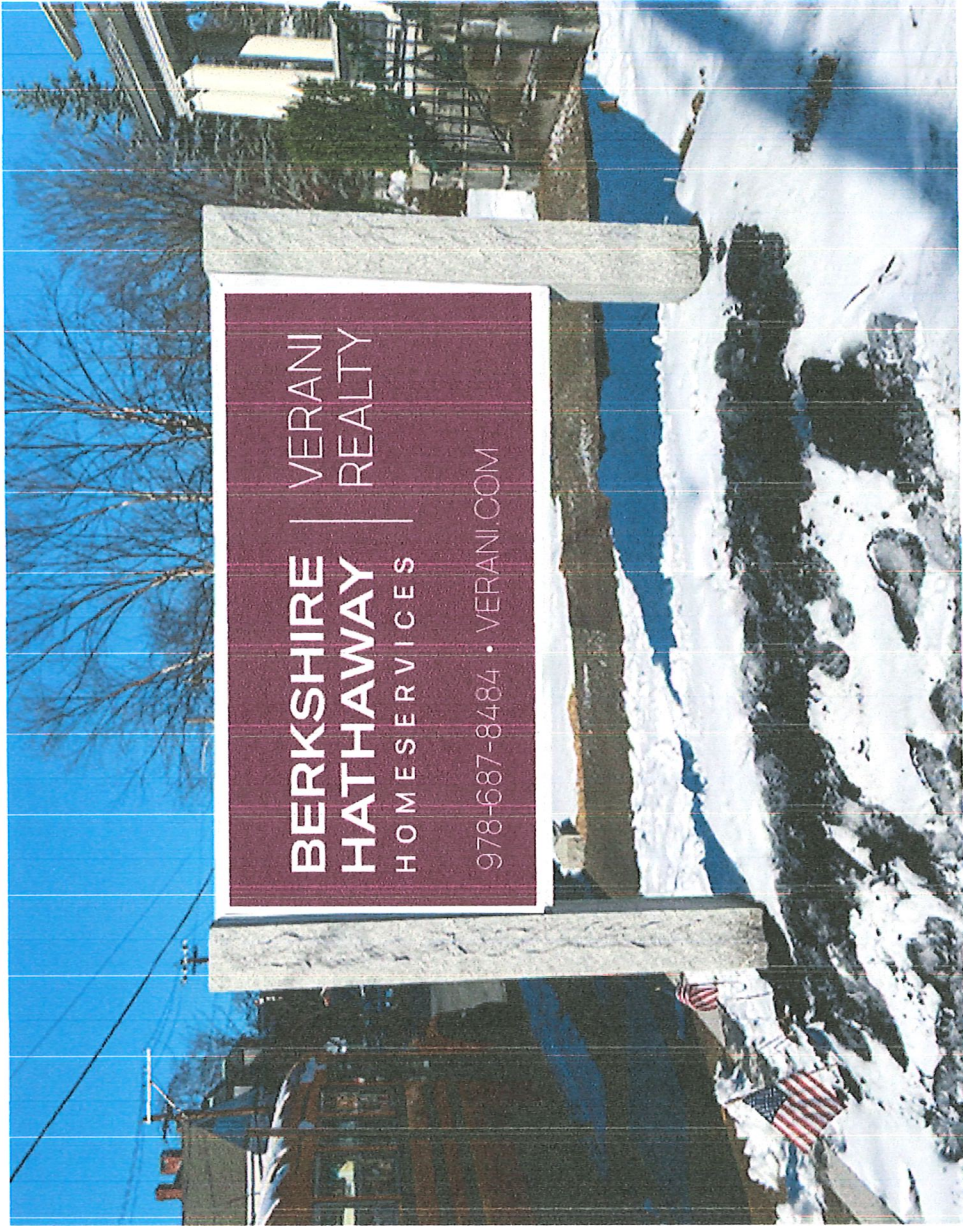
Substrate: 3mm ACM

Posts & Brackets: Existing

Colors: BHHS Branded
Cabernet

Install: Yes

PROPOSED



OFFICE

Site Location:
251 Broadway Methuen MA

All proofs and drawings are original unpublished artwork, owned by Sundance Sign Company. Artwork is protected under the U.S. Copyright laws. It is being submitted for your viewing only, and is not to be shown to anyone outside of your organization. Any use, reproduction, copying or exhibiting this drawing without express written consent of Sundance Sign Company will constitute your agreement to incur all expenses involved with the creation of this drawing, and all legal costs to acquire those costs if required. I have verified the accuracy of all graphics shown with respect to sizes and content. The specifications are correct and represent our order requirements exactly. I authorize release to production according to this approval submittal.

Customer Approval

Date:



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EXISTING



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Date:

Unofficial Property Record Card - Methuen, MA

General Property Data

Parcel ID **612-51-8**
 Prior Parcel ID **--**
 Property Owner **251 BROADWAY LLC**
 Mailing Address **251 BROADWAY**
 City **METHUEN**
 Mailing State **MA** Zip **01844**
 Parcel Zoning **CBD**

Account Number **2403**
 Property Location **251 BROADWAY**
 Property Use **Office**
 Most Recent Sale Date **2/4/2003**
 Legal Reference **7500-194**
 Grantor **251 BROADWAY LLC,**
 Sale Price **100**
 Land Area **0.183 acres**

Current Property Assessment

Card 1 Value Building Value **446,800** Xtra Features Value **5,500** Land Value **168,700** Total Value **621,000**

Building Description

Building Style **Office**
 # of Living Units **1**
 Year Built **1920**
 Building Grade **Good**
 Building Condition **Good**
 Finished Area (SF) **6025.25**
 Number Rooms **0**
 # of 3/4 Baths **0**

Foundation Type **Brick/Stone**
 Frame Type **Wood**
 Roof Structure **Hip**
 Roof Cover **Asphalt Shgl**
 Siding **Clapboard**
 Interior Walls **Drywall**
 # of Bedrooms **0**
 # of 1/2 Baths **4**

Flooring Type **Carpet**
 Basement Floor **N/A**
 Heating Type **Forced H/Air**
 Heating Fuel **Gas**
 Air Conditioning **100%**
 # of Bsmt Garages **0**
 # of Full Baths **0**
 # of Other Fixtures **0**

Legal Description

Narrative Description of Property

This property contains 0.183 acres of land mainly classified as Office with a(n) Office style building, built about 1920 , having Clapboard exterior and Asphalt Shgl roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 4 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.