

**CITY OF METHUEN**  
**METHUEN HISTORIC DISTRICT COMMISSION**

SEARLES BUILDING, SUITE 217  
41 PLEASANT STREET  
METHUEN, MA 01844  
(978) 983-8560 / Fax (978) 983-8976

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**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: Alisha Oheridge / Dawn's Sign Tech  
Site Location of Application: 300 Broadway  
Business Name (or N/A): Savens  
Applicant Mailing Address: 33 Flagship Dr.  
City, State, Zip: N. Andover, MA 01845  
Telephone/Fax #'s: 978-208-0012 / \_\_\_\_\_  
E-mail: Alisha @ Dawns Sign Tech Inc. net

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:

- Rebrand existing 35" x 60" Projecting Sign
- Rebrand existing 41.5" x 75" Wall Sign
- Replace existing 50" x 50" wall mount directory

Proposed Start Date: ASAP Proposed Completion Date: Jan 1, 2024  
Name of Contractor: Dawn's Sign Tech  
Contact Person: Dawn Pease  
Address: 33 Flagship Dr.  
City, State, Zip: N. Andover, MA 01845  
License #: \_\_\_\_\_  
Telephone/Fax #'s: 978-208-0012 / \_\_\_\_\_  
E-mail: Dawn@DawnsSignTechInc.net

Name of Architect: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Mass. Reg. #: \_\_\_\_\_  
Telephone/Fax #'s: \_\_\_\_\_ / \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DOCUMENTATION ATTACHED:**

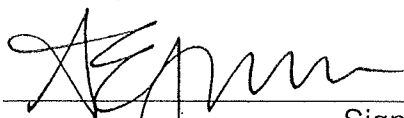
- ☒ Photographs
- ☒ Materials and/or Color Samples
- ☐ Manufacturer's Illustration
- ☐ Plans and Elevations
- ☒ Shop Drawing(s)
- ☐ Site or Plot Plan
- ☒ Abutters List
- ☒ Stamped envelopes, pre-addressed to abutters
- ☐ Other

**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):



Signature(s)

10/23/23

Date

Contractor:



Signature

Oct. 31, 2023  
Date











