

**ARCHITECTURAL REVIEW PROCESS FLOWCHART**

This flowchart is intended to help guide MAHA homeowners through the Architectural Review Committee (ARC) proposal process, according to MAHA bylaws. To maintain the architectural integrity of our historic district, every proposed exterior home improvement must be approved first by the ARC and MAHA board, and, in some cases, the City of Minneapolis Historic Preservation Commission. For a complete list of MAHA architectural guidelines, and for a project initiation form, please visit [www.milwaukeeavenue.org/resident-information/architecture-guidelines/](http://www.milwaukeeavenue.org/resident-information/architecture-guidelines/).

**Key players in review process:**

- Homeowner
- MAHA Board of Directors president
- ARC chair
- ARC members
- HPC, City of Minneapolis (depending on project scope)

**STEP 1: Homeowner**

Submit 6 copies of proposal to ARC Chair and members. (You may submit your proposal electronically, but the ARC reserves the right to request hard copies and/or samples to review.)  
Notify MAHA President of your proposal submission to the ARC.

**STEP 2: ARC Chair**

Notes date of proposal receipt.  
Distributes proposal to ARC members (if submitted via e-mail).  
Sets meeting for proposal review.

**STEP 3: ARC**

Meets within 30 days of proposal receipt.  
May request additional information/clarification from homeowner as necessary.  
May ask homeowner to meet, address any ARC concerns and submit changes in writing.  
Submits recommendation to the MAHA Board.

**STEP 4: MAHA Board of Directors**

Meets within 30 days of proposal submission at regularly scheduled monthly meeting.  
Grants or denies approval.  
Informs homeowner and Historic Preservation Commission (HPC), as appropriate.  
Includes proposal information in monthly board meeting minutes.

**STEP 5: Homeowner**

If approved, may commence work or must await approval by HPC\*, depending on the project's scope.  
If denied, may appeal or submit revised plan.

\*HPC approval required for Milwaukee Ave. mall homes only (not those on 22nd and 23rd Aves.).