Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Hilltop Premium Green"LLC".	**License Number:**	12635		
License Type:	Retail Marijuana Store				
Doing Business As:	HILLTOP PREMIUM GREEN LLC				
Physical Address:	13856 N. GLENN HWY				
City:	SUTTON	**State:**	AK	**Zip Code:**	99674 - 8030
Designated Licensee:	Chad Kudlacek				
Email Address:	kudlacek2010@hotmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-03

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	HILLTOP PREMIUM GREEN,LLC	**License Number:**	12635		
License Type:	RETAIL MARIJUANA STORE				
Doing Business As:	HILLTOP PREMIUM GREEN				
Premises Address:	13856 N. GLENN HWY				
City:	SUTTON	**State:**	ALASKA	**ZIP:**	99674

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Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer "Agree" to all items below.

The retail marijuana store will not:	Agree	Disagree
Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355	☑	☐
Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet	☑	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample	☑	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation	☑	☐
Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)	☑	☐

Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

All Hilltop Premium Green employees will be trained on how to recognize intoxicated customers and how to politely refuse a sale.
All employees will possess current MHP training and certifications. There is a section in our employee handbook that covers proper procedures for refusing a sale in the event of customer intoxication. Employees are required to follow all state regulations in response to protecting public welfare.
Our company seeks to learn from patterned alcohol licensee mistakes and develop a simple effective protocol that will address likely pitfalls and challenges regarding implementation of the Sale Refusal Policy. We will openly cooperate with local law enforcement to protect the local community from abuse of our products.

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Section 3 – On-site Consumption

	Yes	No
Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☑

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

N/A

Section 4 – Displays and Sales

Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana and marijuana based products will be displayed within a lit glass display cabinet system and along shelf and pegboard space that will line the wall behind the L-shaped display cases.

Any Edibles and marijuana based products that require refrigeration will be displayed and stored within an appropriate refrigerated display case.

Vendor flower samples will be displayed within "Bud Pods". Each Bud Pod will be stationed on top of the display cases within the general location of the vendor's product line.
Each Bud Pod is secured and tethered to the display case to prevent diversion.

Consumers will work with their Budtender to decide on the product for purchase and the consumer will receive that final product upon purchase at POS stations in a opaque, child resistant exit packaging.

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Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Pursuant to 3AAC 306.345, .470, .475, .565, and . 570 HPG will ensure that all packages for retail sales of marijuana and marijuana products:
1. Include a valid tracking label that identifies HPG as the seller by name or logo and its license number.
2. State the total amount of estimated THC and observes the potency limits that are delineated in 3 AAC 306.560.
3. Protect the products contamination and must not impart any toxic or damaging substance to the marijuana.
4. Are at least 4 mil thickness plastic, heat sealed and with no easy-open corner, dimple or flap (marijuana products in liquid form may also be sealed using a metal crown product.)
5. Packaged in opaque child resistant exit bags which will facilitate the product not being seen without opening the packaging material.
6. Are resealable to child-resistant standards if the marijuana package contains multiple servings or is intended for more than a single use
7. Weigh one ounce or less of usable marijuana, 7 grams or less marijuana concentrates for inhalation, or marijuana products containing more than 5600 mg of THC.
8. Contain marijuana products with multiple servings which have markings or demarcations clearly delineating each of the products and for liquid products with multiple servings, the packaging will indicate the number and size of individual servings.
9. Contain no printed images including cartoon characters which specifically target individuals under the age of 21 years of age.
10. Contain in a legible and conspicuous manner the following 5 required warnings in English: See below

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

SAMPLE LABEL LANGUAGE
Hilltop Premium Green License# 12635,, Blue Dream, 18%, Pass, #2365964GJK, 9.6 grams, 1 gram, 10/01/16, 11/01/16

(Business Name, License Number, Strain/Product Name, Potency/Testing, Batch/LotNumber, Gross Weight, Net Marijuana Weight, Packaging Date, Expiration Date)

Expiration Date Notes: 30 days suggested on flower as after 30 days the flower has degraded to the point that the potency on the label is incorrect; marijuana infused products will have expiration dates provided by the producers.

The label will also include the ALASKA SAFETY WARNINGS FOR MARIJUANA:
1. Marijuana has intoxicating effects and may be habit forming and addictive.

2. Marijuana impairs concentration, coordination and judgment.

3. Do not operate a vehicle or machinery under its influence.

4. There are health risks associated with consumption of marijuana.

5. For use only by adults 21 and older.

6. Keep out of the reach of children.

7. Marijuana should not be used by women who are pregnant or breastfeeding.

Added to raise the standard:

8. This product may be unlawful outside of Alaska.

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Section 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, per 3 AAC 306.350(a):

When customers enter Hilltop Premium Green they will enter an entry area in which valid identification will be produced and checked against the current ID guide and then the consumer will be buzzed into the retail space after proof of valid age has been produced and verified.

Budtenders are encouraged to check identification again at sale if there is any question about the consumer being of age.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

CHAD KUDLACEK
Printed name

Subscribed and sworn to before me this 18 day of April, 2017.

OFFICIAL SEAL
STATE OF ALASKA
Notary Public
Stacie J. Stigar
Commission Expires 09/14/2019

Notary Public in and for the State of Alaska.

My commission expires: 09.14.19

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(Additional Space as Needed):