Alcohol and 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

Form MJ-14: Licensed Premises Diagram Change

What is this form?

This licensed premises diagram change form is required for all marijuana establishment licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises.
The required $250 change fee may be made by check, cashier's check, or money order.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan, and along with an initiated application for an Onsite Consumption Endorsement if applicable. The licensed premises may not be altered unless and until the application has been approved by the board.

Section 1 – Establishment Information

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

Licensee:	Top Shelf Herbs Of Alaska LLC	MJ License #:			22150
License Type:	Retail Marijuana Store				
Doing Business As:	Top Shelf Herbs Of Alaska LLC				
Premises Address:	901 Photo Ave Suite A				
City:	Anchorage	State:	Alaska	ZIP:	99503

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included:

- [x] License number and DBA
- [x] Legend or key
- [x] Color coding
- [x] Dimensions
- [x] Labels
- [x] True north arrow
- [x] Surveillance room
- [x] Licensed premises boundary
- [x] Restricted access areas
- [x] Storage areas
- [x] Entrances, exits, and windows
- [x] Walls, partitions, and counters
- [x] Any other areas that must be labeled for specific license types
- [x] Serving area**
- [x] Employee monitoring area**
- [x] Ventilation exhaust points, if applicable**

Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are submitting the MJ-14 form in conjunction with an onsite consumption endorsement application.

#100400349

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Section 3 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

Cut an 7ft x 10ft access hole in the non-structural wall that currently separates the waiting and retail area to rearrange the show room and move display cases to make the area more open and remove the blind spot. This new retail area will hold 2 display cases and will have two (2) point of sale systems facing into the old waiting area.

Section 4 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:	Initials
If a local building permit is required, I have attached a copy of it to this form.	
The proposed changes conform to all applicable public health, fire, and safety laws.	MF
I have included a title, lease or other documentation showing sole right of possession to the additional area(s) if the additional area(s) are not already part of my approved licensed premises.	

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Mark Fazio

Printed name of licensee

NATHAN L. WILLIAMS NOTARY PUBLIC My Commission Expires May 25, 2025 STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 5/2025

Subscribed and sworn to before me this 25 day of August, 2022.

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Section 5 – Approvals

Local Government Review is required to be completed before submission to the Alcohol and Marijuana Control Office.

Local Government Review (to be completed by an appropriate local government official):	Yes	No	Pending
The proposed changes shown on this form conform to all local restrictions and laws.	☑	☐	☐
A local building permit is required for the proposed changes. *Minor modification to MOA SLUP required	☐	☑	

Signature of local government official

Building Permit #

Date: 8-25-22

Ryan Yelle
Printed name of local government official

Title: Senior Planning

Section 6 – AMCO Review

AMCO Review:		Approved	Disapproved
Signature of AMCO Enforcement Supervisor	Signature of Director (DocuSigned by: Joan M. Wilson, 1BF69780F2B141E...)	☒	☐
James Hoelscher 9/7/2022	Joan M. Wilson	9/12/2022	
Printed name of AMCO Enforcement Supervisor	Printed name of Director	Date	

AMCO Comments:

Requires camera coverage inspection by enforcement.

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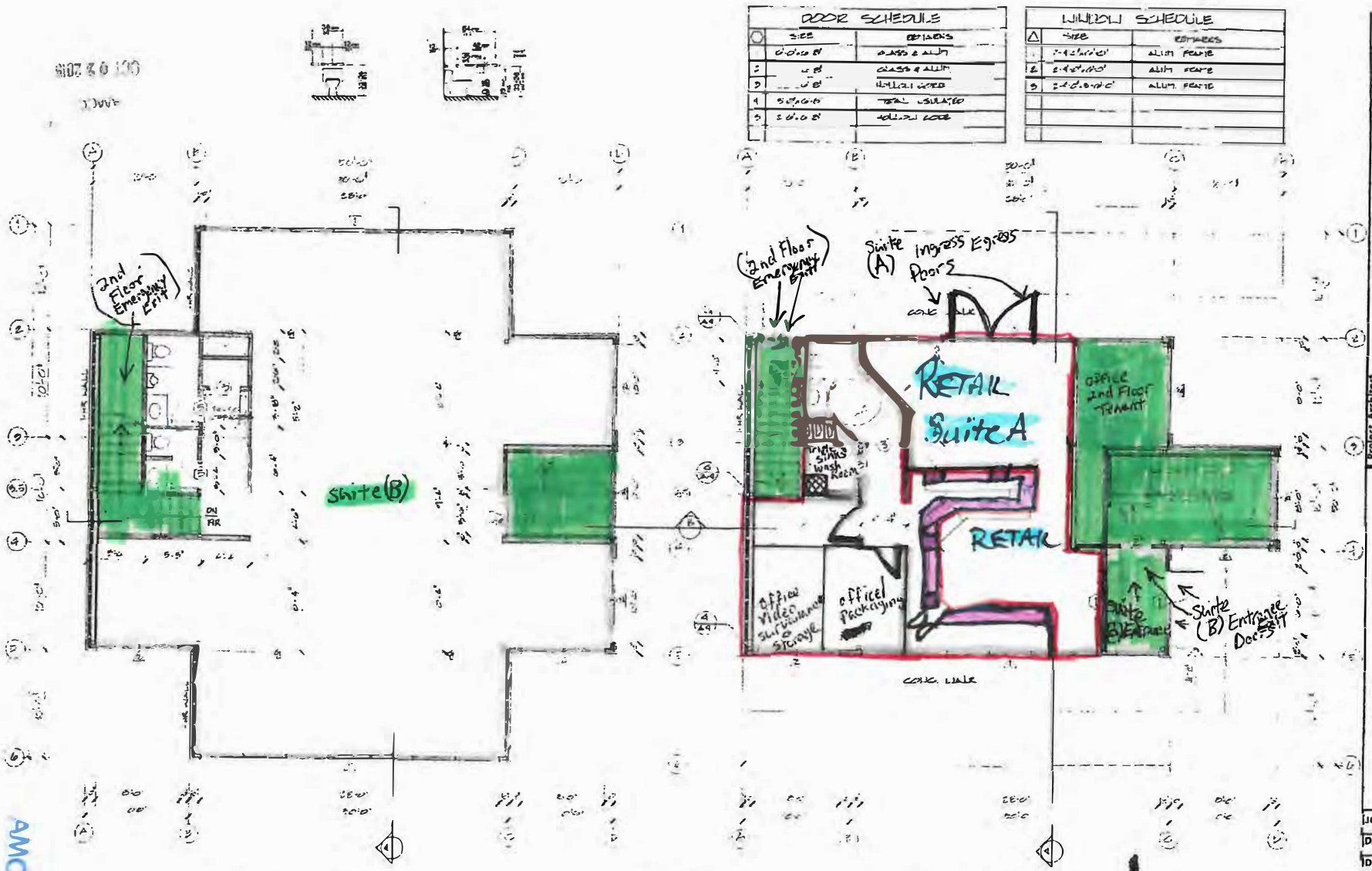


UPPER FLOOR PLAN
Suite(B)

LOWER FLOOR PLAN
Suite (A)

Legend
Unit A
Unit B
POS (REGISTER)
DISPLAY CASES (LOCKED FROM INSIDE)

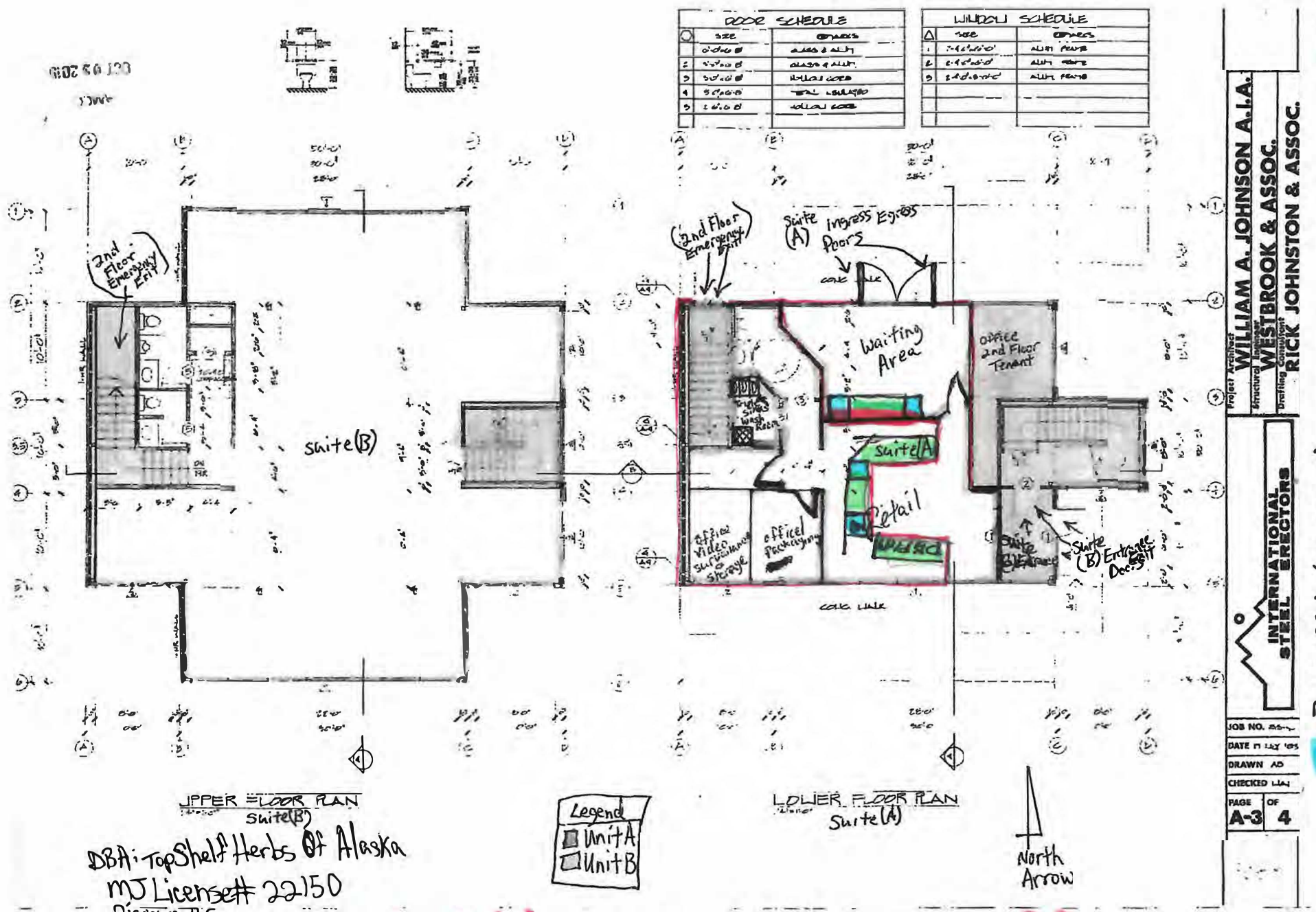
DBA: TopShelf Herbs Of Alaska LLC
MJ License# 22150

Project Architect WILLIAM A. JOHNSON A.I.A.
Structural Engineer WESTBROOK & ASSOC.
Drafting Consultant RICK JOHNSTON & ASSOC.

INTERNATIONAL STEEL ERECTORS

JOB NO. 85-
DATE 17 July '85
DRAWN AO
CHECKED LWJ
PAGE A-3 OF 4

AMCO
AUG - 8 2022



DBA: TopShelf Herbs Of Alaska
MJ License# 22150
Diagram #5

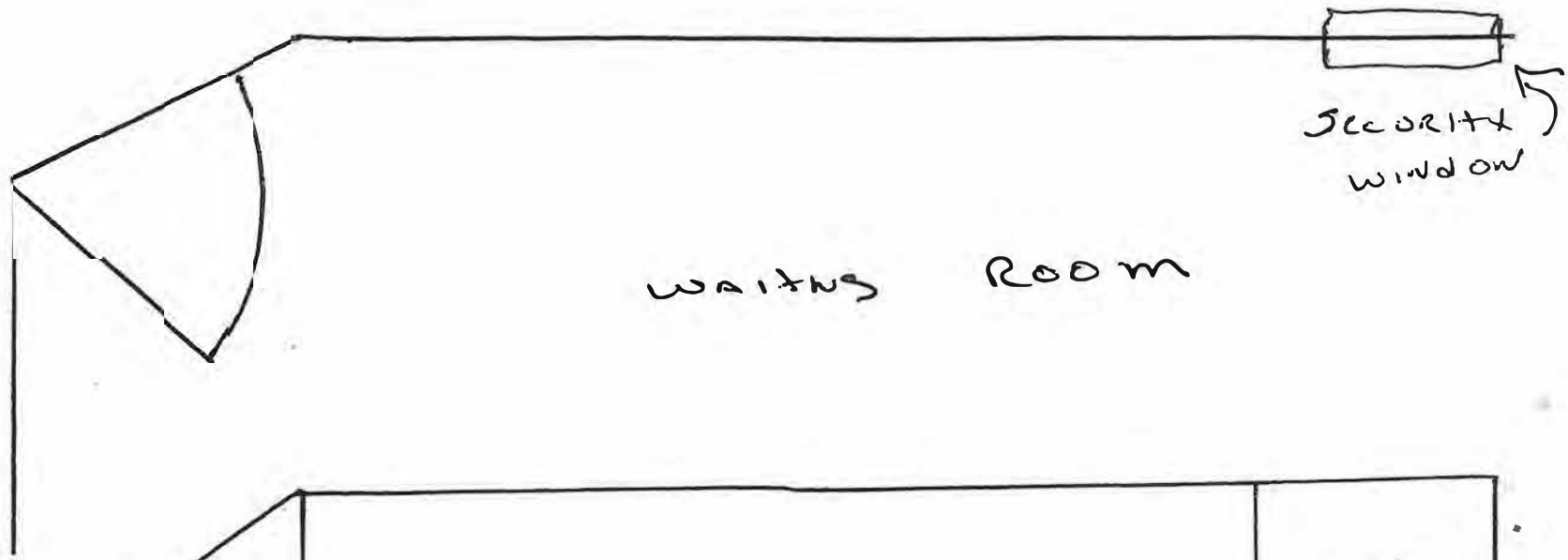
2 New Proposed AFFICE

1

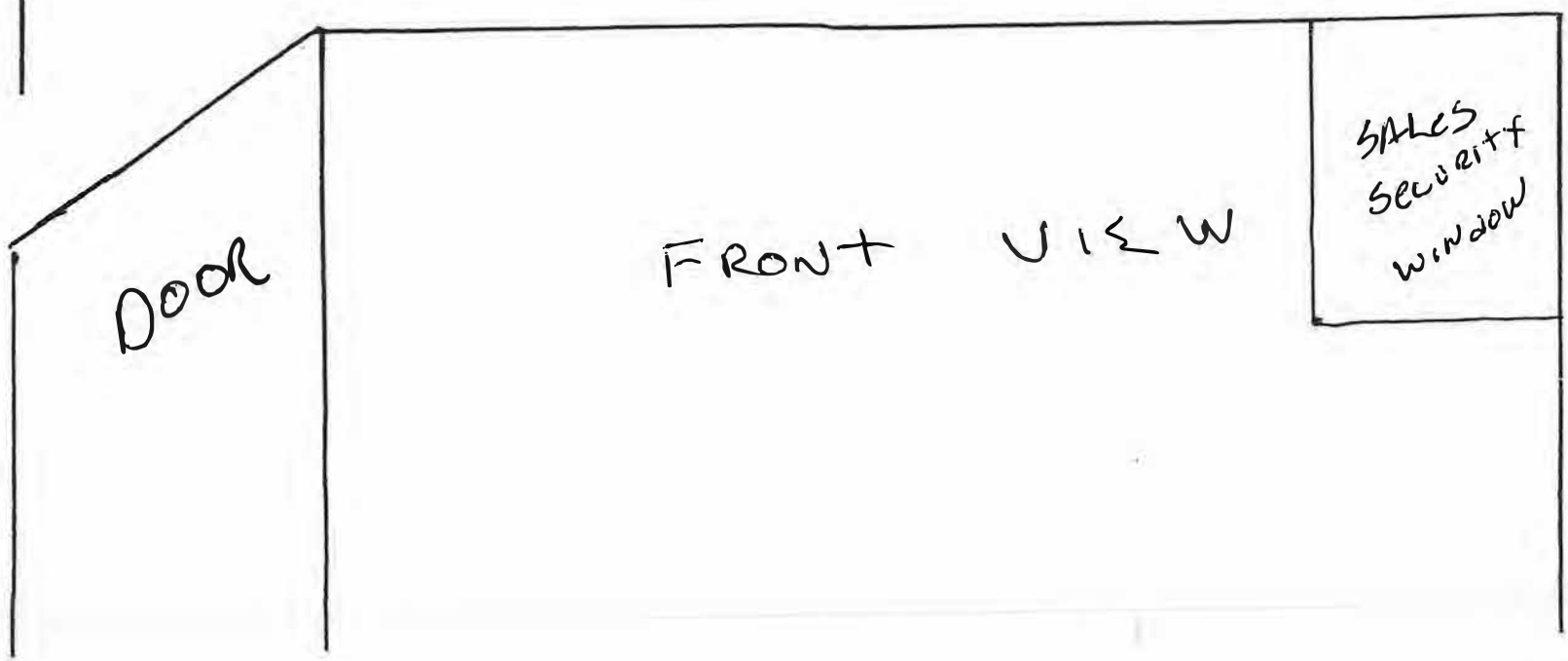
PRESENT VIEW

SALES SPACE

TOP VIEW



A -> TOP VIEW



B -> FRONT VIEW

AMCO
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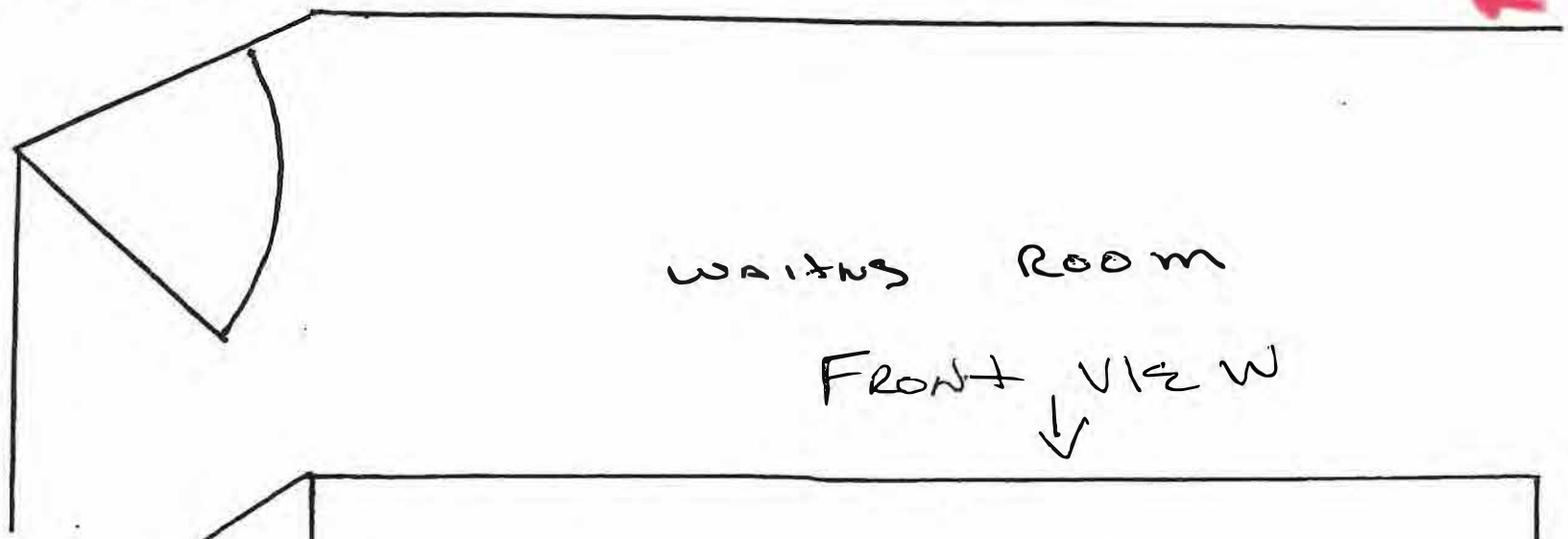
NEW PROPOSED

BEFORE SALES CABINET INSALLED

SALES SPACE

2

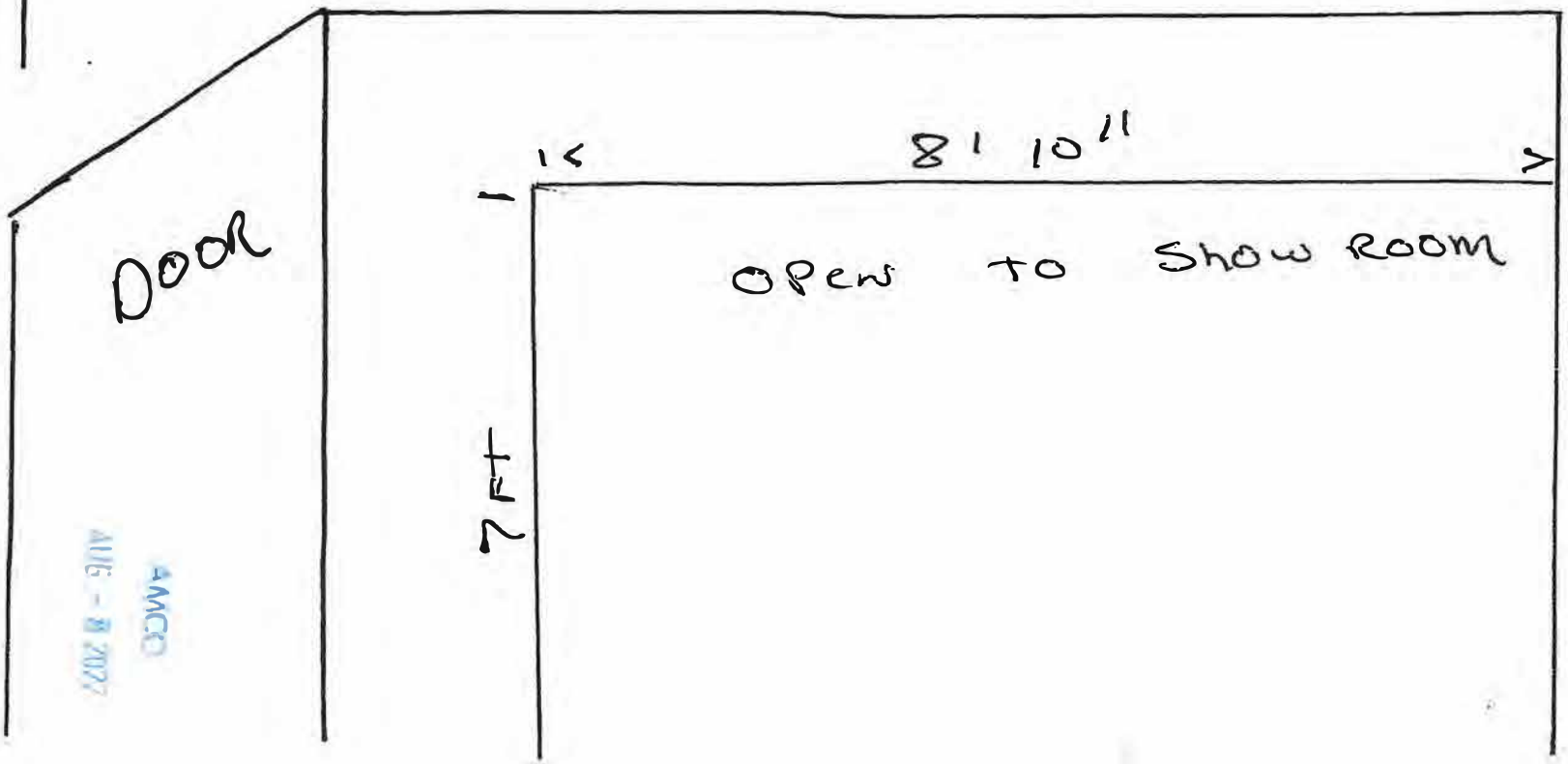
TOP VIEW



A -> WAITING ROOM TOP VIEW

WAITING ROOM

FRONT VIEW

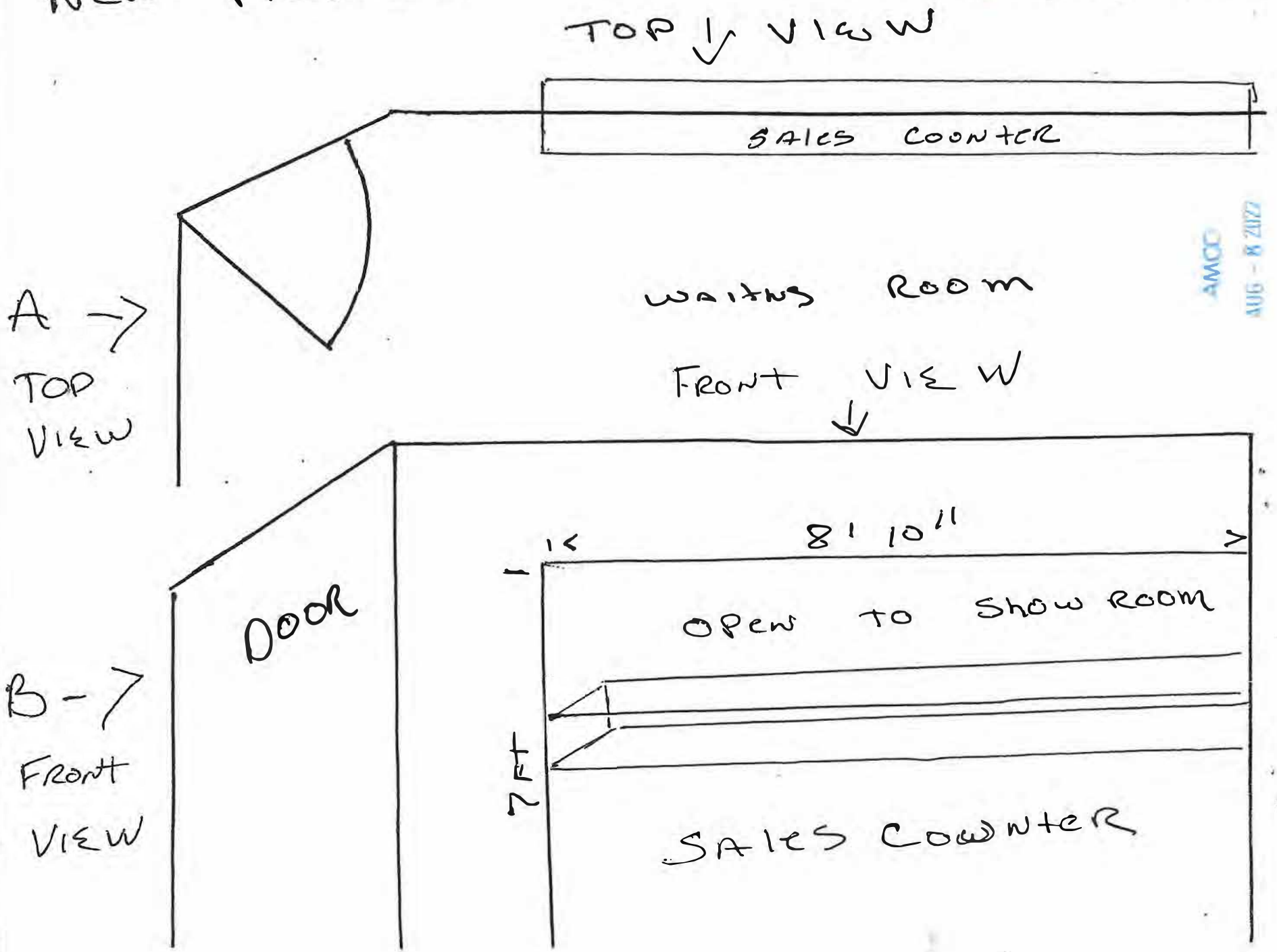


B -> WAITING ROOM FRONT VIEW

AMCO
AUG - 8 2022

NEW PROPOSED

3 SALES SPACE



AMCO AUG - 8 2022