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-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
  A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;

- **Diagram 2:**
  If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises *(details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises);*

- **Diagram 3:**
  A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;

- **Diagram 4:**
  An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises *(this can be obtained from sources like Google Earth)*; and

- **Diagram 5:**
  A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants *(a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises)*.

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer 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:	Top Hat Concentrates, Inc.	**MJ License #:**			10271
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Top Hat Concentrates				
Premises Address:	2315 Industrial Blvd, Suite B				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g) for marijuana retail establishments. *Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.*

The following details must be included in all diagrams:

- ☐ **License number and DBA**
- ☐ **Legend or key**
- ☐ **Color coding**
- ☐ **Licensed Premises Area Labeled and Shaded, or Outlined as appropriate**
- ☐ **Dimensions**
- ☐ **Labels**
- ☐ **True north arrow**

The following additional details must be included in Diagram 1:

- ☐ **Surveillance room**
- ☐ **Restricted access areas**
- ☐ **Storage areas**
- ☐ **Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments**
- ☐ **Walls, partitions, and counters**
- ☐ **Any other areas that must be labeled for specific license or endorsement types**
- ☐ **** Serving area(s)**
- ☐ ****Employee monitoring area(s)**
- ☐ ****Ventilation exhaust points, if applicable**

The following additional details must be included in Diagram 2:

- ☐ **Areas of ingress and egress**
- ☐ **Entrances and exits**
- ☐ **Walls and partitions**

The following additional details must be included in Diagrams 3 and 4:

- ☐ **Areas of ingress and egress**
- ☐ **Cross streets and points of reference**

The following additional details must be included in Diagram 5:

- ☐ **Areas of ingress and egress**
- ☐ **Entrances and exits**
- ☐ **Walls and partitions**
- ☐ **Cross streets and points of reference**

Initial:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Benjamin Wilcox

Printed name of licensee

Signature of licensee

Doc ID: 3d70ad1f6fe2696ec728f5ba8c39a26a0dc68fa2

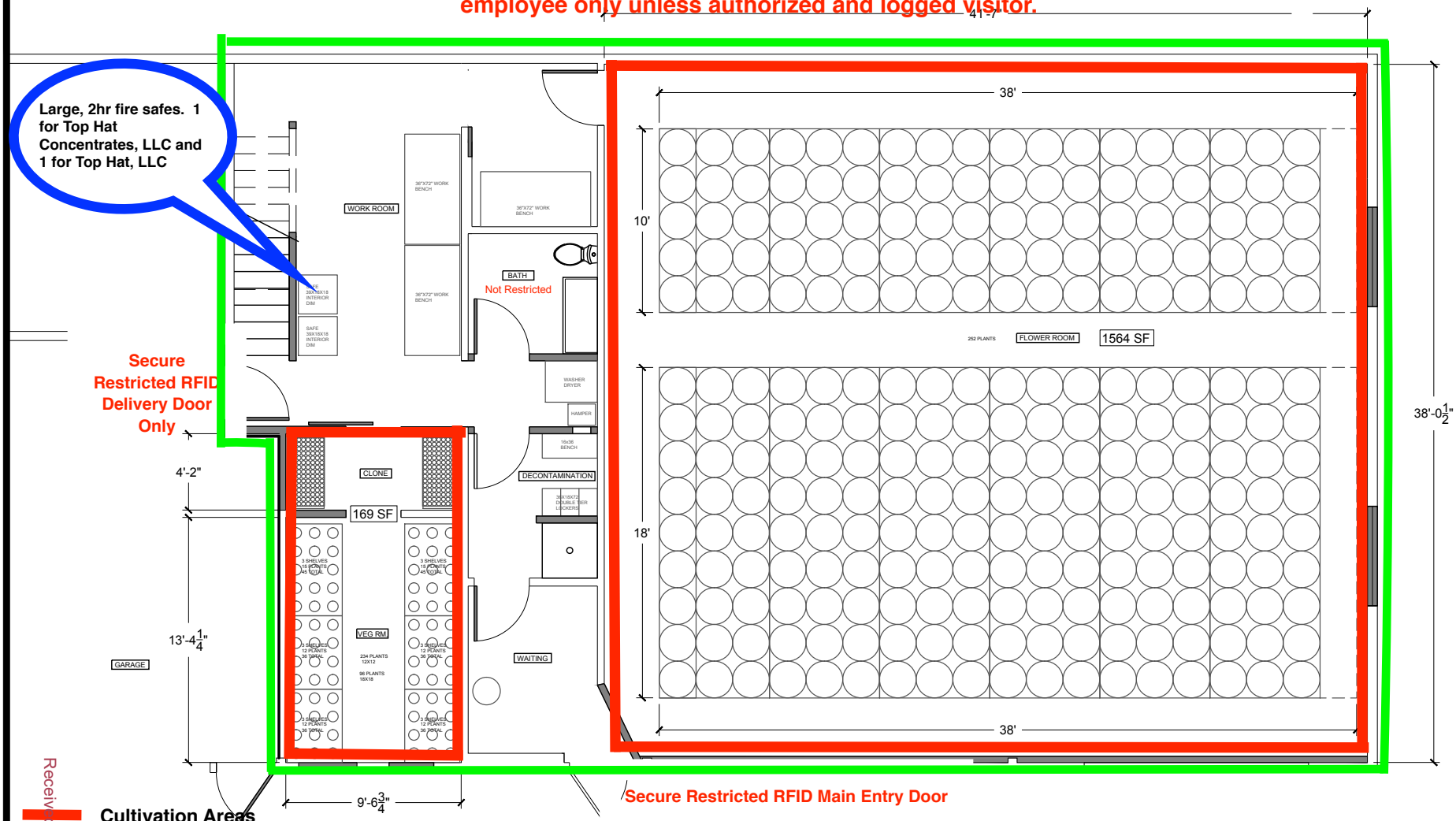
Section 3 – Cultivation Applicants ONLY

Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

3.1. Describe the site of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

N/A

Every door inside facility has a key code lock. Every employee has a different code. Entire facility is RFID restricted access. Authorized guests will only gain access if permitted by owner/ manager, are ID'd, and recorded on the visitor log. All areas of facility are secure access employee only unless authorized and logged visitor.



Cultivation Areas

Licensed Premises and Restricted Access Area for Cultivation License #10270

1ST FLOOR VEGETATION SPACE DIMENSION PLAN

"SUITE A"

SCALE 3/16" = 1' - 0"

Received 5/26/2020

BAUER/CLIFTON INTERIORS

119a 2nd street
juneau, ak 99801
[p] 907.789.9120
[f] 907.789.9121
info@bauerclifton.com
www.bauerclifton.com

THC ALASKA CULTIVATION & PROCESSING

2315 INDUSTRIAL BLVD.
JUNEAU, AK 99801
313-318-5322

job# THC01
drawn by: jb
checked by: jb
date: 5/24/2015
scale: 3/16" = 1'

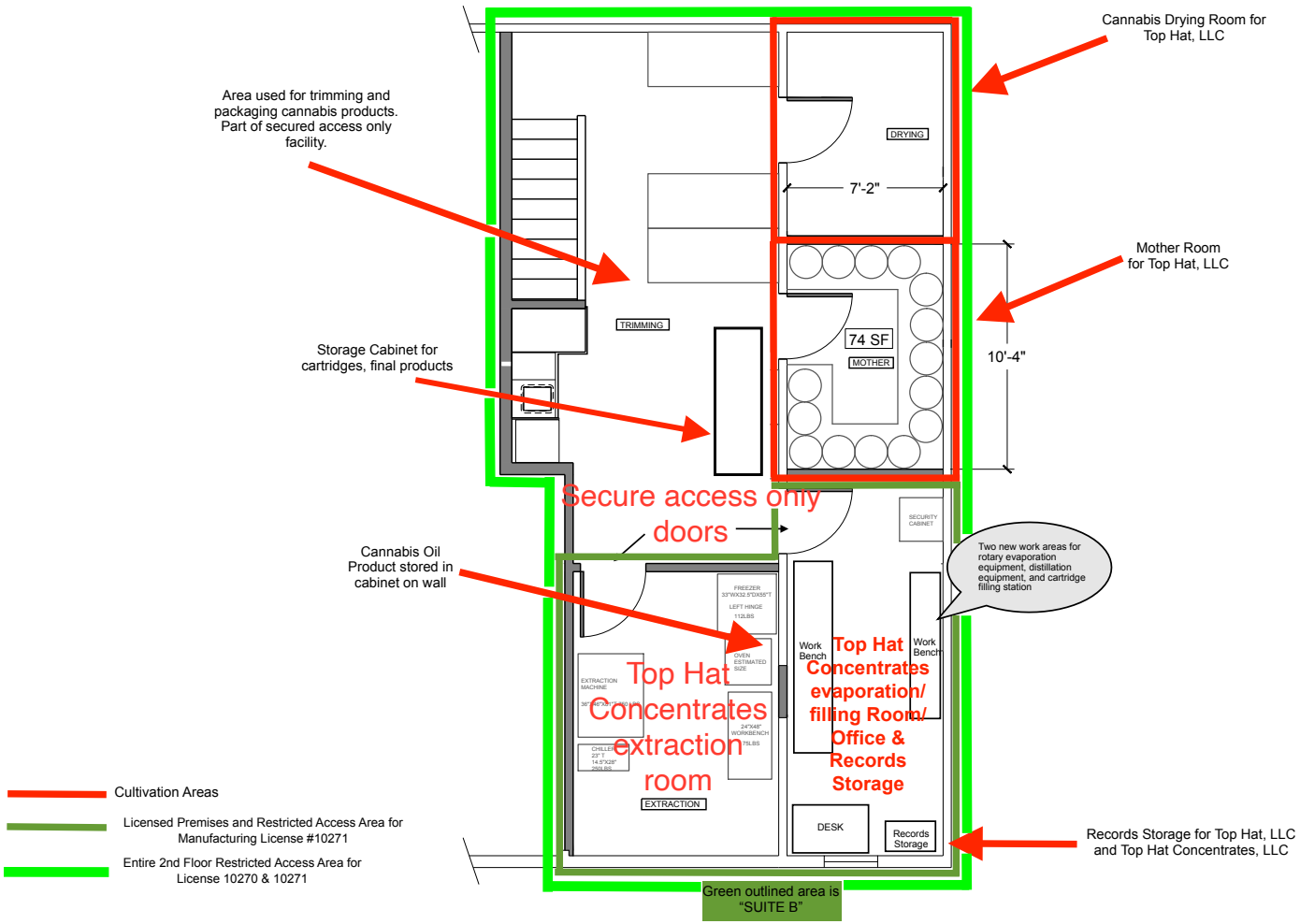
FIRST FLOOR VEGETATION SPACE DIMENSION PLAN

SHEET **A5** OF 10 SHEETS

Doc ID: 3d70ad1f6fe2696ec728f5ba8c39a26a0dc68fa2

License # 10271

Entire upstairs is Top Hat, LLC w/ RFID separated room for Top Hat Concentrates, LLC extracting. There is no other 2nd floor area in structure. Just what's shown.



2ND FLOOR VEGETATION SPACE DIMENSION PLAN

Suite A/B

SCALE 3/16" = 1' - 0"

BAUER/CLIFTON INTERIORS

119a 2nd street
juneau, ak 99801
[p] 907.789.9120
[f] 907.789.9121
info@bauerclifton.com
www.bauerclifton.com

THC ALASKA CULTIVATION & PROCESSING
2315 INDUSTRIAL BLVD.
JUNEAU, AK 99801
313-318-5322

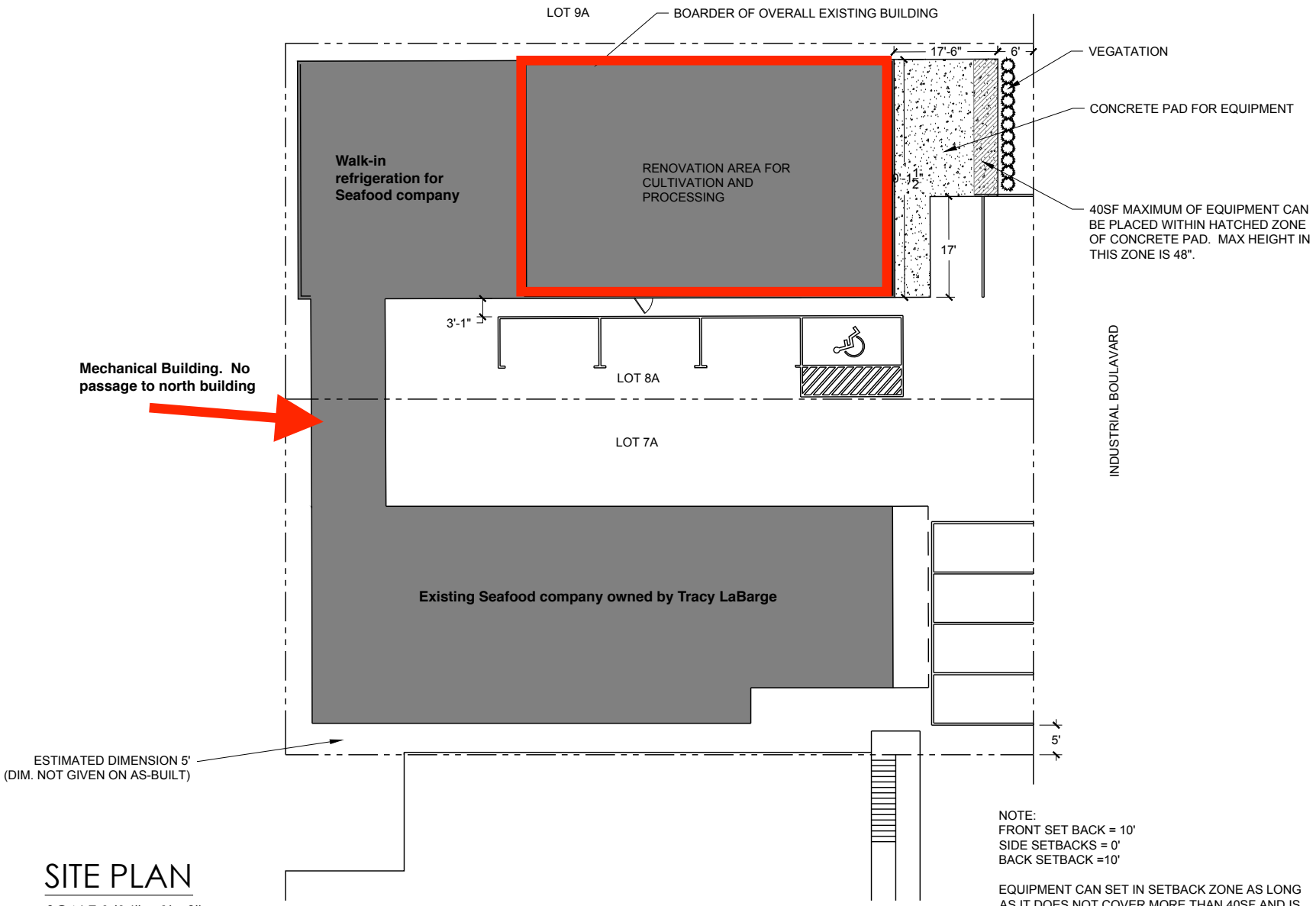
job# THC01
drawn by: jb
checked by: jb
date: 5/24/2015
scale: 3/16" = 1'

SECOND FLOOR VEGETATION SPACE DIMENSION PLAN

SHEET **A6** OF 10 SHEETS

Received 5/26/2020

Doc ID: 3d70ad1f6fe2696ec728f5ba8c39a26a0dc68fa2



SITE PLAN

SCALE 1/16" = 1' - 0"

NOTE:
FRONT SET BACK = 10'
SIDE SETBACKS = 0'
BACK SETBACK =10'

EQUIPMENT CAN SET IN SETBACK ZONE AS LONG AS IT DOES NOT COVER MORE THAN 40SF AND IS UNDER 48" IN HEIGHT.

Received 5/26/2020

BAUER/CLIFTON INTERIORS
119a 2nd street
juneau, ak 99801
[p] 907.789.9120
[f] 907.789.9121
info@bauerclifton.com
www.bauerclifton.com

THC ALASKA
CULTIVATION & PROCESSING
2315 INDUSTRIAL BLVD.
JUNEAU, AK 99801
313-318-5322

job# THC01
drawn by: jb
checked by: jb
date: 8/14/2016
scale: 1/16" = 1'

SITE PLAN

SHEET
S1
OF 15 SHEETS

Doc ID: 3d70ad1f6fe2696ec728f5ba8c39a26a0dc68fa2

Dropbox Sign

Audit trail

Title	MJ-02 10271 Concentrates V.1 BM.pdf
File name	MJ-02%2010271%20C...es%20V.1%20BM.pdf
Document ID	3d70ad1f6fe2696ec728f5ba8c39a26a0dc68fa2
Audit trail date format	MM / DD / YYYY
Status	Signed

This document was requested from app.clio.com

Document History

SENT	**09 / 09 / 2025** 00:39:28 UTC	Sent for signature to Benjamin Wilcox (ben@thcalaska.com) from brenda@jdwcounsel.com IP: 24.237.42.39
VIEWED	**09 / 09 / 2025** 00:46:45 UTC	Viewed by Benjamin Wilcox (ben@thcalaska.com) IP: 107.122.81.117
SIGNED	**09 / 09 / 2025** 00:49:19 UTC	Signed by Benjamin Wilcox (ben@thcalaska.com) IP: 209.165.171.111
COMPLETED	**09 / 09 / 2025** 00:49:19 UTC	The document has been completed.