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-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and 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(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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

Licensee:	TARA ANN BASS	**License Number:**	10149		
License Type:	RETAIL MARIJUANA STORE				
Doing Business As:	REMEDY SHOPPE				
Premises Address:	371 THIRD AVE				
City:	SKAGWAY	**State:**	ALASKA	**ZIP:**	999840

Mailing Address:	PO BOX 165				
City:	SKAGWAY	**State:**	ALASKA	**ZIP:**	99840

Primary Contact:	TARA ANN BASS		
Main Phone:	907-612-0277	**Cell Phone:**	907-612-0277
Email:	TARAMALLORY@HOTMAIL.COM		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

1. During operating hours the area noted as Restricted Area (Floorplan Diagram) will be protected via a 3-4 ft counter barrier and a swipe card electronic lock paired to a half or full door which will protect access to the rear counter area.
2. During non-operating hours, the area noted as Restricted Area (Floorplan Diagram) will be protected by a roll down steel gate that will encompass the entirety of the noted space and counter.
3. During all hours the area noted as Restricted Storage (Floorplan Diagram) will be protected via a swipe card access lock paired with a solid core wooden door and additional physical locks (I.E. large padlocks, keyed locks, etc)

Describe your processes for admitting visitors into and escorting them through restricted access areas:

Visitors will very rarely be allowed behind the counter.
On the rare occasions it is allowed visitors will:

(1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
(2) obtain a visitor identification badge before entering the restricted access area; and
(3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

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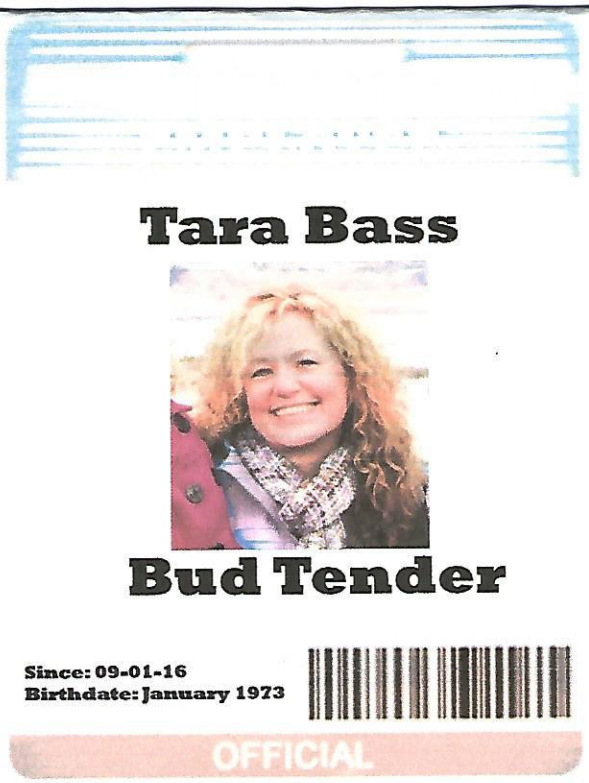
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors will be issued a visitor badge and will be recorded in a visitor log. Their DOB and their reason for access will be confirmed and noted on the Badge and Log.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The building currently has installed exterior lighting which will provide exterior lighting for use by CCTV cameras, employees, and local professional security.

Additional motion/Dawn to Dusk/ Lighting will be installed and will be capable of producing approx. 7500 lumens.

The building is also located in a major tourist/pedestrian thoroughfare that is well lit by city exterior lights.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The security alarm will be a Golden Security or Fortress Alarm System - System is hardwired and battery-backed in the event of a utility power loss.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Golden Security or Fortress Alarm System - Includes open/close sensors on all doors, glass breakage detectors on all windows. Motion sensors on all open spaces. Telephone and Cellular auto-dialer. Panic Button would be installed as necessary.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Diversion will be prevented by careful monitoring of customers and products. Local law enforcement will be consulted and any person(s) suspected of contributing to the divergence of marijuana or marijuana products will not be allowed to purchase further product or access the premises.

Describe your policies and procedures for preventing loitering:

Loitering will be prevented with adherence to a internal policy of how long customers are allowed to remain on the premises.

Package customers will be expected to depart the premises very quickly after making a purchase. If not, then employees will ask the persons to depart the area. If this is unsuccessful then local law enforcement will be contacted. Other mitigating actions will include: "No Loitering" signage and a perimeter fence that blocks the majority of th area from access.

Consumption customers will be allowed to remain inside the consumption area for a period of time based on customer condition, operating hours, a pre-determined time allowed for each customer, and the ability of employees to properly monitor and control the area.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Motion sensors and movement alarms will be utilized throughout the facility. Panic/Hold-up buttons can be installed as necessary.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

During operational hours the activation of any alert will be immediately addressed by employees, owners, and local law enforcement. As the retail area and restricted access areas are immediately adjacent to each other, and the overall space is small (580Sqft), any alert can be quickly investigated.

During non-operational hours, all alerts will be initially investigated by local law enforcement and then by ownership/management who will ensure a correct inventory is completed and that all CCTV data is checked and made available to law enforcement.

All state and local entities will receive notification that a alert was experienced in accordance with required law/ordinances.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	■	☐
Both the interior and exterior of each entrance to the facility	■	☐
Each point of sale area	■	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	■	☐
Clearly and accurately displays the time and date	■	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	■	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Cameras will be placed to cover
(1) each restricted access area and each entrance to a restricted access area within the licensed premises;
(2) each entrance to the exterior of the licensed premises; and
(3) each point-of-sale area.

Minimum camera resolution will be 1080P (1920x1080) with up to 30 frames per second, If higher resolution is required cameras can be reconfigured to 4K (3840x2160) up to 30 frames per second. All cameras are varifocal and can zoom in or out depending on need.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

Surveillance recording equipment and video surveillance records will be housed inside the secured storage area (Floorplan Diagram) and will be secured in a lockable and non-removable metal or wood cabinet. The secured storage area will only be assessable to the manager/employees and the recording equipment cabinet will only be assessable by the manager/owner/law enforcement/board agent. Digital recordings may also be Internet-up loadable and saved to a secure cloud/off-site system.

All surveillance recordings will be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images will be clearly and accurately display the time and date, and will be archived in a format that does not permit alteration of the recorded image.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	■	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	■	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	■	☐
Video surveillance records are stored off-site	■	☐

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	■	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	■	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	■	☐
Records related to advertising and marketing	■	☐
A current diagram of the licensed premises including each restricted access area	■	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	■	☐
All records normally retained for tax purposes	■	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	■	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	■	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

The following, non-inclusive list of records will be maintained in a physical form, but alway in a electronic form, with scanned copies of physical formats, on both a local computer system and a backup web based "cloud" secure storage format.

Scanning and electronically saving all records will be a standard business practices.

All records will be saved as required under 3 AAC 306.755. Business records, for all required time frames. Records will be kept readily available for board inspection.

Gross receipts:
Cash register tapes
Deposit information (cash and credit sales)
Receipt books
Invoices
Tax Forms 1099-MISC

Purchases
Canceled checks or other documents that identify payee, amount, and proof of payment/electronic funds transferred
Cash register tape receipts
Credit card receipts and statements
Invoices

Expenses
Canceled checks or other documents that identify payee, amount, and proof of payment/electronic funds transferred
Cash register tapes
Account statements
Credit card receipts and statements
Invoices
Petty cash slips for small cash payments

Any paper forms and copies of records will be stored in a fire proof, tamper proof, filling system located on the premises.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	■	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	■	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

The primary tracking system will be the State manadated Franwell METRC tracking system.

A "in house" Point-of-Sale software tracking system will also be utilized to track and manage inventory, stocking, re-supply and general product management.

This system will be maintained separately but in conjunction with the METRC system and be developed with the Franwell provided Application Programming Interface (API) to allow for information sharing with the METRC.

If any concern arises to the interface ability of the two systems then both systems will be used, in a separate but complete manner until the interface issue is resolved.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	■	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

A employee handbook will be developed and promulgated that contains a qualification and training addendum which will outline all pre-employment training (Handler cards, ID check for age, customer intoxication awareness training, etc) and all continued required training. Dates will be entered when initial and secondary training is complete and the record will be maintained both on paper and electronically and stored both locally and at the off-site data storage site.

The company will also track all employees handler permit cards and ensure validation is maintained and that timely training is conducted and that re-permitting is completed.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	■	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Marijuana waste generated by the actions of the retail store, to include:

-Material resulting from the processing of wholesale quantities into retail quantities,
-Product packaging/shipping materials/shipping containers/etc
-Product that has been stored beyond its usable life, or was stored improperly.

Will be ground and mixed with non-compostable material and stored in a sealed container inside the restricted area until it is documented, reported and then transported to the local city incinerator for destruction.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Material set to be destroyed will be ground and mixed with a equal part of non-compostable materials generated by the business or other sources (paper waste, cardboard waste, plastic waste) and stored in the restricted area until transported for destruction.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana waste generated by the actions of the retail store; to include:

-Material resulting from the processing of wholesale quantities into retail quantities,
-Product packaging/shipping materials/shipping containers/etc
-Product that has been stored beyond its usable life, or was stored improperly.

Will be mechanically ground into a fine condition and then mixed with a equal amount of ground non-compostable material and will be stored in a sealed container inside the restricted area until it is documented, reported and then transported to the local city incinerator for destruction.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	■	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	■	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	■	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	■	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	■	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Marijuana products will not currently shipped from this requested retail store to any other store/location but will only be sold in pre-packaged amounts to retail customers as noted below*. However, all applicable shipment requirements will be assured by this receiving location in regards to required manifest, proper shipping procedures and State mandated tracking.

*Marijuana retail products will be maintained in sealed, weighed, labeled, sealed, opaque, resealable, child-resistant bags.

Marijuana products that are received in a prepackaged, 1 ounce amount from a cultivation site will be checked to ensure all required safety labeling and notification labeling is present and adheres to all applicable Alaska Statue requirements. Once this is assured an additional label will be added by a "sticky label" that will note the retails store information with all information required by 3 AAC 306.345 (a)

Marijuana product that is received in bulk form (not to exceed 5lbs) from a cultivation site will be separated into determined amounts/weights for retail sale. Regardless of the amount (not to exceed 1 ounce) the product will be placed into sealed bags and labeled with "sticky labels" that denote all safety and notification requirements set forth in 3 AAC 306.345 (a) and a barcode tracking emblem that will be used to manage internal inventory.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

In the event that this retail store needs to transport marijuana or a marijuana product to another retail marijuana store then:

Based on the size of the shipment a 5x3x3 or smaller, metal locking box , with heavy duty hinges and welded locking components, and a large, industrial locking mechanism, will be utilized, and transported inside a locked vehicle cab or trunk or other managed freight transport area.

In addition:

- The State inventory tracking system will be used to record the type, amount and weight of marijuana or marijuana product being transported,
- The name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle will be reported.
- A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

We anticipate only using one sign:

One 5x3 sign with the name Remedy Shoppe and a green cross located off the front wall of the building.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	■	☐
Promotes excessive consumption	■	☐
Represents that the use of marijuana has curative or therapeutic effects	■	☐
Depicts a person under the age of 21 consuming marijuana	■	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	■	☐

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Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

We anticipate only using one sign:

One 5x3 sign with the name Remedy Shoppe and a green cross located off the front wall of the building.

The green cross will be on the same sign board as the business name and will not exceed 36 inches by 24 inches. It may also be "in the background" with the business name in the "foreground" as aesthetics permit.

This sign will meet all city requirements noted in Skagway code Chapter 19.08 in regards to lighting, type, etc.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	■	☐
Promotes excessive consumption	■	☐
Represents that the use of marijuana has curative or therapeutic effects	■	☐
Depicts a person under the age of 21 consuming marijuana	■	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	■	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	■	☐
On or in a public transit vehicle or public transit shelter	■	☐
On or in a publicly owned or operated property	■	☐
Within 1000 feet of a substance abuse or treatment facility	■	☐
On a campus for post-secondary education	■	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	■	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	■	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	■	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

A large sign at the entrance of the property will note that persons under the age of 21 are not allowed anywhere on the property. A second sign on the building entrance will restate this same message. The primary entrance point (and only entry point to the entire premise) will be monitored by employees who will conduct ID checks as warranted.

The perimeter of this premises will be controlled by a 8ft security fence that will enclose a majority of the property and a100% of the the consumption area. Access to the consumption area will only be possible through the primary building main entrance. Emergency exits will be included in the perimeter fence design but will be "one-way only" and alarmed.

The designated area for consumption, as noted (Lot Diagram), consist of a small outdoors deck area (Approx. 400sqft) and only four table areas will be allowed. Access to this small area will be carefully controlled to ensure only age appropriate / non-impaired / premise customers are allowed access.

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

TARA BASS
Printed name

Subscribed and sworn to before me this 17 day of June, 2016.

Notary Public
MICHELLE GIHL
State of Alaska
My Commission Expires Apr 23, 2017

Notary Public in and for the State of Alaska.

My commission expires: 04-23-2017

Alcohol and Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

(Additional Space as Needed):