THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 19, 2017

Arctic Farm, LLC
DBA: Arctic Farm, LLC
Via email: jonrcortez@gmail.com

Re: Limited Marijuana Cultivation Facility #13663

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted**.**

- **MJ-01 Operating Plan**
  - Page 2, first box: on the diagram please show or label the gate you mention in this box.
  - Page 2, second box: please expand upon your answer and describe how your establishment will comply with the licensee/employee/agent to visitor ratio requirement under 3 AAC 306.710.
  - Page 4, third box: please expand upon your answer and describe how your alarm system will meet the requirement of all exterior doors and windows being armed when the licensed premises is closed for business or to alert you of a breach of security.
  - Page 12 & 13: the three-day notice to our office before rendering marijuana waste unusable must be given in writing by email as Metrc does not have that functionality. Will you please note that you understand that in these boxes.

- **MJ-02 Premises Diagram**
  - Please provide a very clear aerial view diagram or map of the proposed location, and what building(s), business(s), etc. surrounds the proposed location (please label them).
  - On the diagram of the layout you submitted please clearly show the following (you have a good diagram, it just needs a little more).
    - Licensed premises (use one color and label).
    - Restricted access areas within the licensed premises (use a different color and label)
    - Surveillance room (already there but in case you make a new diagram)
    - Camera placement
    - Entrance(s)
    - Exit(s)
    - Waste disposal area
    - You talk about a gate in your operating plan. Please clearly show it.

- **MJ-04 Cultivation Supplemental**
  - Page 6: do you happen to have samples of labels that your establishment will be using in compliance with 3 AAC 306.470 & 3 AAC 306.475

- **Proof of Possession for Proposed Premises**
  - The lease must include, whether by addendum or amendment, the following disclaimer:
    - Landlord/lessor may not remove or take possession of marijuana; and AMCO enforcement will be contacted (usually under the "Default" section).
  - Please identify the persons signing the lease on the last page (which company are these individuals representing?).

- **Entity Documents**
  - Please provide Arctic Farm, LLC's operating agreement.

- **Applicant's Alaska Residency**
  - Jonathan, please contact the Permanent Fund Dividend's office to sort out your eligibility status. The application will not move forward, one way or the other, until there is a resolution for your eligibility.

If we do not receive your completions within 90 days, per 3 AAC 306.025(f), you must file a new application and pay a new fee.

Respectfully,

Jane Sawyer, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov