



## Form MJ-28a: Onsite Consumption Endorsement Application Checklist

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### What is this document?

The following checklist was created to assist applicants with gathering all documents and items required to apply for a new onsite consumption endorsement [retail marijuana stores only].

### Checklist for Onsite Consumption Endorsement Application

The following documents and items must be submitted before an onsite consumption endorsement application will be reviewed for completeness:

- Form MJ-28b:** Onsite Consumption Operating Plan Supplemental
- Diagram**
  - **If submitted in conjunction with a new license application**
    - **MJ-02:** Premises Diagram
  - **If submitted separately from a new license application**
    - **MJ-14:** Licensed Premises Diagram Change
- Form MJ-07a:** Onsite Consumption Endorsement Public Notice Posting Affidavit
- Form MJ-08a:** Onsite Consumption Endorsement Local Government Notice Affidavit
- Publisher's Affidavit**
- Endorsement Application Fee (\$1,000)**
- Endorsement Fee (\$2,000)**

For applications that are being submitted with a new retail marijuana store application:

- Online Application**

For applications including an outdoor consumption area:

- Form MJ-07b:** Onsite Consumption Endorsement Mailed Notice Affidavit

For applications that are increasing the size of the current licensed premises to add a consumption area:

- Proof of Possession for Consumption Area** *[If consumption area is not included in the current proof of possession for the retail premises]*



**Alaska Marijuana Control Board**

**Operating Plan Supplemental  
Form MJ-28b: Onsite Consumption Marijuana Retail Endorsement**

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**What is this form?**

An operating plan supplemental form is required for all retail marijuana establishments seeking an onsite consumption endorsement. Applicants should review **Alaska Regulation 306.370**. This form will be used to document how an applicant intends to meet the requirements of the regulation.

**What must be covered in this operating plan supplemental?**

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

- Security [in addition to what is required for a retail store].
- Ventilation [if consumption by inhalation is to be permitted].
- Monitoring overconsumption.
- Disposal or packaging of unconsumed marijuana.
- Prevention of the introduction of marijuana products not sold by the retail marijuana store or products not sold for onsite consumption.

**This form must be completed and submitted to AMCO’s main office before any new onsite consumption endorsement application will be considered complete.**

**Section 1 – Establishment & Contact Information**

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

<b>Licensee:</b>		<b>MJ License #:</b>			
<b>License Type:</b>					
<b>Doing Business As:</b>					
<b>Premises Address:</b>					
<b>City:</b>		<b>State:</b>	Alaska	<b>ZIP:</b>	

<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>	Alaska	<b>ZIP:</b>	

<b>Designated Licensee:</b>			
<b>Main Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			



## Section 1 – Freestanding

### Freestanding Licensed Retail Store (3 AAC 306.370(a) and AS 18.35.301(i)(1))

Please read the definition of “Freestanding” as defined in AS 18.35.301(i)(1) below-

*“freestanding” means a building that is not supported by another structure and does not share ventilation or internal air space with an adjoining structure and smoke from the building cannot travel into the adjoining structure.*

You must be able to certify the statements below. Read the following and then sign your initials in the box to the right: Initials

1.1- I certify that the location for which I am requesting this endorsement is “freestanding” as defined by AS 18.35.301(i)(1).

1.2- I certify that I have attached to this operating plan a photo of each side of the exterior of my building that show it meets the definition of “freestanding.”

## Section 2 – Security

### Security (3 AAC 306.370(d)(1)(A)) and 3 AAC 306.370 (c)(1)

2.1. Describe the equipment in place (doors and locks) that will provide security for your consumption space, including access points and windows:

2.2. Describe how you will prevent diversion of marijuana and marijuana product from your consumption area:



# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

2.3. Describe how you will prevent access by persons under the age of 21 to your consumption area:

2.4. Describe how the consumption area shall be isolated from the other areas of the retail marijuana store:

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

2.5. The proposed area(s) for consumption are clearly identified on Form MJ-02: Premises Diagram or MJ-14: Premises Diagram Change that is submitted with this application.

Answer "Yes" or "No" to the following question: Yes      No

2.6 Will the consumption area be outdoors?

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully enclosed by a sight-obscuring wall or fence:

2.7. Describe the neighboring uses and state why an outdoor consumption area is compatible with the surrounding area:



# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

## Section 3 – Ventilation

### Ventilation (3 AAC 306.370(d)(1)(B))

If you are proposing an indoor marijuana consumption area, you must be able to certify the statements below. Read the following and then sign your initials in the box to the right:

Initials

I certify that I have attached to this form ventilation plans that:

- 3.1 Show a ventilation system for the marijuana consumption area that is separate from the remainder of the retail store
- 3.2 Signed and approved by a licensed mechanical engineer.
- 3.3 Sufficient to remove visible smoke.
- 3.4 Consistent with all applicable building codes and ordinances.


## Section 4 – Overconsumption

### Monitoring Overconsumption (3 AAC 306.370(d)(1)(C))

4.1. Describe the policies and procedures that will be used to monitor overconsumption of marijuana or marijuana product:

## Section 5 – Repackaging or Disposal

### Repackaging or Disposal (3 AAC 306.370(d)(1)(D))

5.1. Describe how you will dispose of or repackage unconsumed marijuana or marijuana product in accordance with 3AAC 306.740 and 3AAC 306.345:



## Section 6 – Prevention of Introduction

### Prevention of Introduction (3 AAC 306.370(d)(1)(E))

6.1. Describe your policies and procedures to ensure marijuana from a source other than your retail marijuana store is not introduced to your consumption area:

6.2 Describe your policies and procedures to ensure that marijuana from your retail marijuana store that is not intended for onsite consumption is not introduced into your consumption area:

## Section 7 – Dosage and Safety Information

### Written Materials (3 AAC 306.370(e)(4))

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

**7.1- I certify that I have attached copies of the written materials to be provided in the consumption area(s) to patrons at no cost that contain marijuana dosage and safety information for each type of marijuana or marijuana product to be sold for consumption at the marijuana consumption area.**



**Section 8 – Declaration**

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

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Notary Public in and for the State of Alaska

\_\_\_\_\_  
Printed name of licensee

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



(Additional Space as Needed):





Alaska Marijuana Control Board

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

# Onsite Consumption Endorsement Form MJ-07a: Public Notice Posting Affidavit

## What is this form?

A public notice posting affidavit is required for all onsite consumption endorsement applications per 3 AAC 306.020(b)(10). After initiating an onsite consumption endorsement application, an applicant must give notice of the application to the public by posting a true copy of the Public Notice for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1). **The required notice must be completed within the 90 days immediately preceding the submittal of all application documents and fees.**

## Section 1 – Establishment Information

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

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

## Section 2 – Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my onsite consumption endorsement application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Other conspicuous location: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Notary Public in and for the State of Alaska

\_\_\_\_\_  
Printed name of licensee

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.



Alaska Marijuana Control Board

# Onsite Consumption Endorsement Form MJ-08a: Local Government Notice Affidavit

## What is this form?

A local government notice affidavit is required for all onsite consumption endorsement applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). After initiating an consumption endorsement application, an applicant must give notice of the application to the public by submitting a copy of the Public Notice to each local government and any community council in the area of the proposed licensed premises for which the endorsement is being applied. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified. **The required notice must be completed within the 90 days immediately preceding the submittal of all application documents and fees.**

## Section 1 – Establishment Information

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

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

## Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my onsite consumption endorsement application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name/Title of LG Official 1: \_\_\_\_\_ Name/Title of LG Official 2: \_\_\_\_\_

Community Council: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

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

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Notary Public in and for the State of Alaska

\_\_\_\_\_  
Printed name of licensee

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



# Onsite Consumption Endorsement Form MJ-07b: Mailed Notice Affidavit

## What is this form?

A mailed notice affidavit is required for all onsite consumption endorsement applications with an outdoor consumption area, per 3 AAC 306.370(d)(4). After initiating a marijuana onsite consumption endorsement application, an applicant must give mailed notice of the application to the property owners, residents, and occupants of properties within 250 linear feet of the boundaries of the property on which the outdoor consumption area of the onsite consumption endorsement is proposed, **or** the notification distance required by the local government, whichever is greater per 3 AAC 306.370(d)(4). The notice to be mailed is automatically produced from the online application system. Mailing addresses of property owners, residents, and occupants of surrounding properties may be available from your local government, or may be purchased from a mailing house.

## Section 1 – Establishment Information

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

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

## Section 2 – Certification

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

**I certify that I have attached a copy of the notice that I mailed on \_\_\_\_\_ (date) and a copy of the list of addresses to whom the notice was mailed.**

I certify that I have met the notice requirement set forth under 3 AAC 306.370(d)(4) by mailing a copy of the provided notice to each property owner, resident, and occupant of properties within 250 linear feet of the boundaries of the property on which the outdoor consumption area of the onsite consumption endorsement is proposed, **or** the notification distance required by the local government, whichever is greater.

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

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Notary Public in and for the State of Alaska

\_\_\_\_\_  
Printed name of licensee

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.