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:	vanGreen's LLC	**MJ License #:**	16738		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	vanGreen's LLC				
Premises Address:	224 Smith Street #D & #E				
City:	Sitka	**State:**	Alaska	**ZIP:**	99835

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:

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

Received by AMCO 3.3.22. Payment 3.4.22

Alaska Marijuana Control Board

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Section 3 – Summary of Changes

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

vanGreen's would like to expand current operations into suites "B & C". This expansion area will include a trimming room, flower room, drying/product storage room, and a new survaillance room. vanGreen's has obtained a conditional use permit for expanding to units B & C.

An MJ-15 has been simultaneously submitted.

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. EV

The proposed changes conform to all applicable public health, fire, and safety laws. EV

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. EV

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.

STATE OF ALASKA
NOTARY PUBLIC
Wade Jordan
My Commission Expires Feb 13, 2026

Signature of licensee

Eric vanVeen

Printed name of licensee

Notary Public in and for the State of Alaska.

My commission expires: 2-13-2026

Subscribed and sworn to before me this 2 day of March, 2022.

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Alaska Marijuana Control Board

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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.	☒	☐	

Signature of local government official	22027 Building Permit #	2-4-22 Date
PATRICK SWEDEEN Printed name of local government official	BUILDING OFFICIAL / FIRE MARSHAL Title	

Section 6 – AMCO Review

AMCO Review:

			Approved	Disapproved
Signature of AMCO Enforcement Supervisor	Signature of Director	DocuSigned by: Joan M. Wilson 1BF69780F2B141E...	XX	☐
James Hoelscher 8/11/2022 Printed name of AMCO Enforcement Supervisor	Joan M. Wilson Printed name of Director		8/11/2022 Date	

AMCO Comments:

Requires camera coverage inspection by enforcement.

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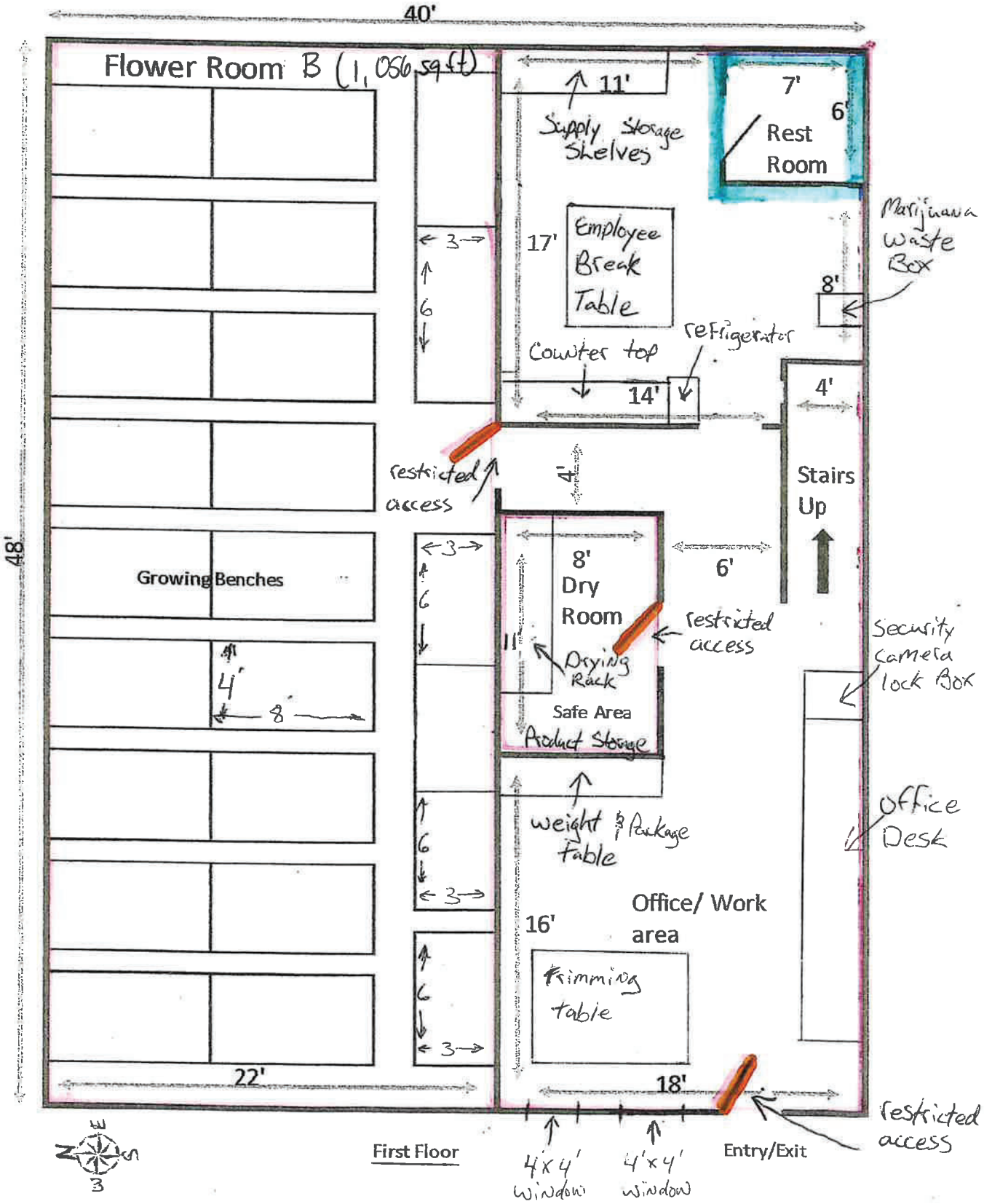
Key
rest room
licensed Premises and restricted access



Existing licensed premises.

Diagrams 1, 2 & 5

DBA VanGreen's LLC License # 16738

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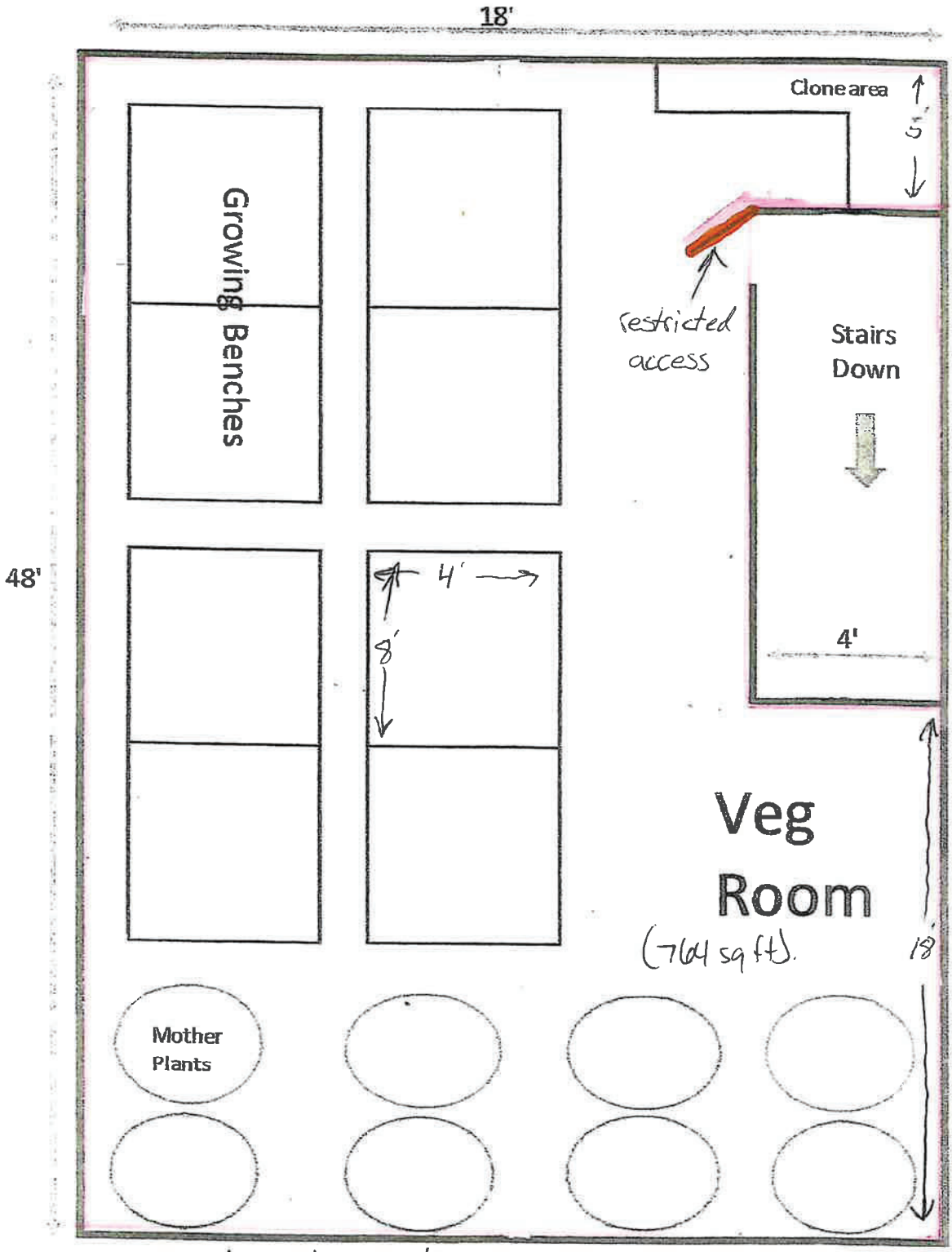
Key
restricted access



Existing Licensed premises

2nd Floor

Diagrams 1.1, 2.1 + 5.1

N W E S

DBA VanGreen's LLC

lic. # 16738

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Vacant space

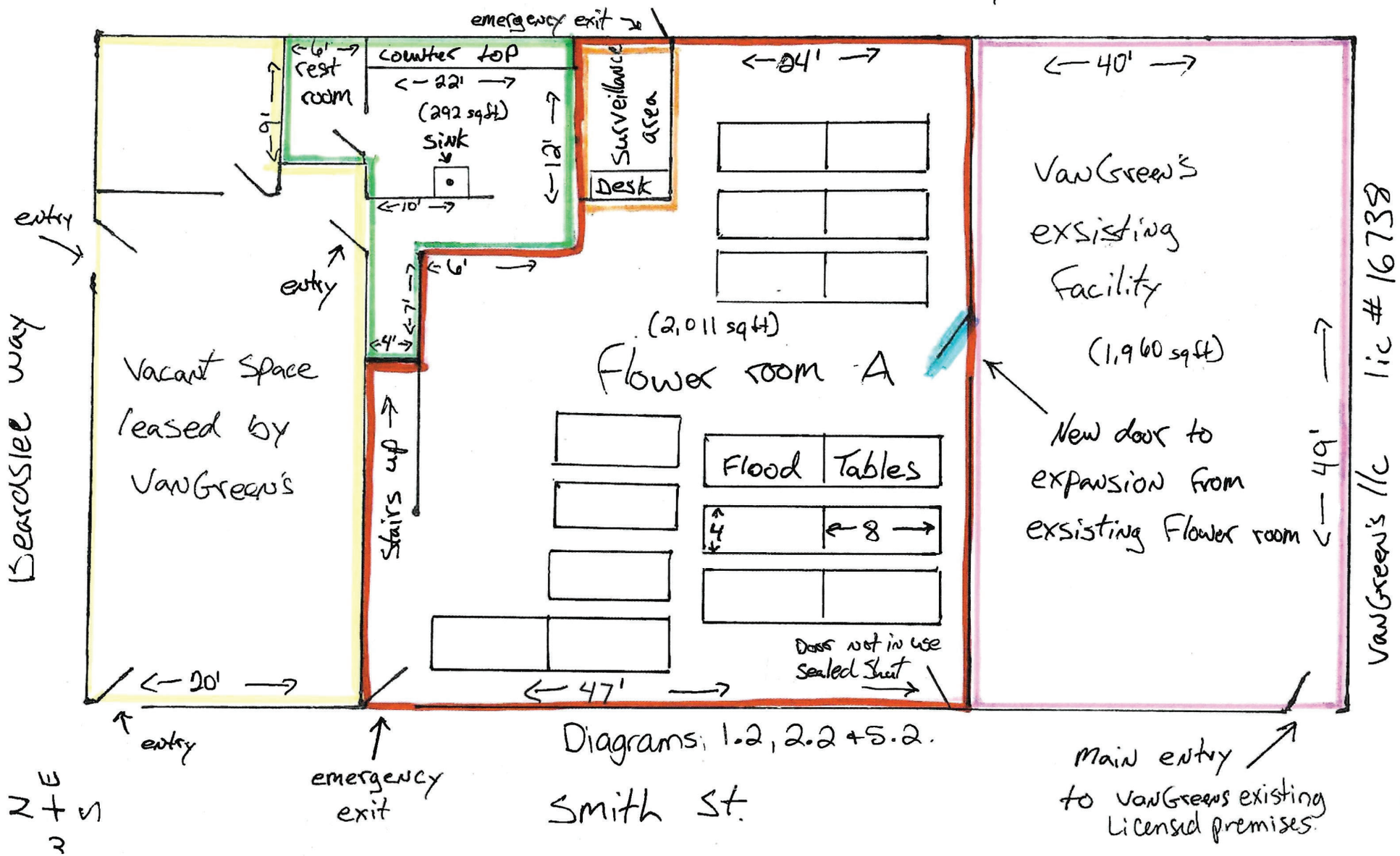
unlicensed area

surveillance area

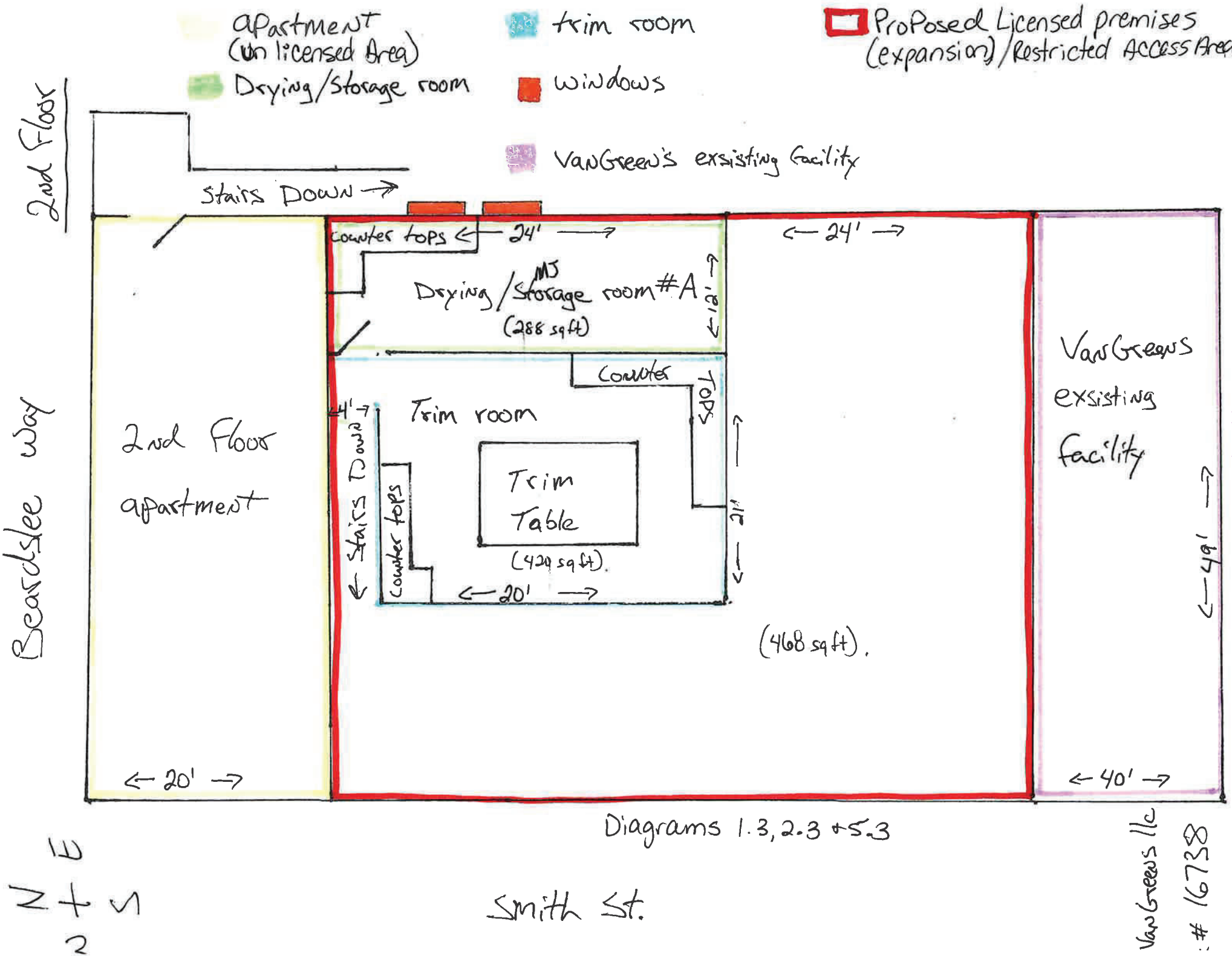
Proposed Licensed premises (expansion)/Restricted Access Area

Proposed new door to expansion

VanGreen's exsisting facility



Diagrams: 1.2, 2.2 + 5.2.



Diagrams 1.3, 2.3 + 5.3

VanGreens llc

#: 16738

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City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

A Coast Guard City

February 3, 2022

Eric VanVeen
224 Smith Street STE E
Sitka, AK 99835

Subject: Plan Review Comments – 224 Smith Street Units B and C

Page 1 of 2

Dear Mr. VanVeen,

We have reviewed the submitted plans for the above-referenced project, expanding an existing marijuana grow facility, changing occupancy Group from S-1 to F-1. That review has generated the following comments, some of which refer to "red-lined" comments on the plans.

1. The automatic sprinkler system must be inspected and re-certified to address floor plan reconfigurations, any alterations to the system shall be performed by an appropriately licensed professional.

2. Electronic monitoring of the automatic fire sprinkler system is required.

3. Portable fire extinguishers rated at least 2A/10B/C must be appropriately mounted with travel distance not to exceed 75-feet from all occupiable spaces. Please contact this office for details on compliant mounting heights for portable fire extinguishers.

4. Working space at least 36-inches deep, 30-inches wide, and 68" high must be maintained in front of all electrical equipment and panels.

5. Restroom floors and wall surfaces must be appropriately impermeable and cleanable per code.

A formal response to these comments is not required provided these comments are incorporated into the design without objection. The reviewed plans will be returned to you along with your building permit. The comments and the reviewed plans must be kept on the job site until construction is complete and occupancy is approved. Please post the yellow inspection record card in a readily visible location.

Any changes made to these approved plans must be submitted to the Building Department for

Building Department, 100 Lincoln Street, Sitka, Alaska 99835
907-747-1832 pat.swedeen@cityofsitka.org

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approval. Any deviation from engineers stamped drawings require approval by an engineer and this office.

Approval of submitted plans is not approval of oversights or omissions by this office or noncompliance with any applicable regulations of State or Municipal governments. These plans have not been reviewed for compliance with ADA requirements. Information on design for accessibility may be obtained from the United States Access Board on the web or at 202-272-0080.

The Sitka Volunteer Fire Department strongly encourages the installation of a "knox box" on the exterior of the building to facilitate ready access in the event of fire or other emergency Please contact Craig Warren, Fire Chief, 747-3233 for more information.

Please note that you are responsible for contacting the Building Department to schedule the required inspections.

Feel free to contact this office at any time with comments or questions, and please let us know if we can be helpful in any way. Thank you.

Sincerely,

Patrick Swedeen
Building Official

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CITY AND BOROUGH OF SITKA (CBS) BUILDING PERMIT

(PERMIT NOT VALID UNTIL STAMPED "APPROVED" BELOW)

PLEASE VISIT WWW.CITYOFSITKA.COM FOR MORE INFORMATION. *PERMIT NO.* _____

APPLICATION INFORMATION: PLEASE FILL OUT ALL THAT APPLY.

OWNER Steve Skawnes PROJECT CONTACT NUMBER 738-9554

PROJECT ADDRESS 224 Smith St. MAILING ADDRESS 224 Smith St #E

CONTRACTORS: GENERAL _____ PLUMBING _____ ELECTRICAL Sitka electric

PROJECT TO INCLUDE: ☐ BUILDING ☒ ELECTRICAL ☐ PLUMBING ☐ DEMOLITION ☐ GRADING

TOTAL SQUARE FOOTAGE 2600 PROJECT VALUE $ 15000.00

WHEN APPLICABLE, OWNER/APPLICANT IS RESPONSIBLE FOR THE FOLLOWING ITEMS:

- CBS UTILITIES CONNECTION / DRIVEWAY CULVERT PERMIT
- AS BUILT SURVEY PRIOR TO FRAMING
- CORPS OF ENGINEERS PERMIT FOR ALL CONSTRUCTION ON TIDELANDS OR WETLANDS
- STATE OF ALASKA DEC SANITARY WASTE DISPOSAL PERMIT
- STATE OF ALASKA DOT HIGHWAY DRIVEWAY PERMIT
- 2 SETS OF PLANS SUBMITTED WITH BUILDING PERMIT APPLICATION (ONE SET WILL BE RETURNED WITH PERMIT, ONE SET WILL BE KEPT AT CBS FOR DURATION OF PROJECT)

IMPORTANT: ALL WORK MUST BE INSPECTED PRIOR TO CONCEALMENT. THE BUILDING CODE REQUIRES A MINIMUM OF ONE WORKING DAY'S NOTICE PRIOR TO ALL INSPECTIONS.

PROJECT DESCRIPTION: electrical work for Cannabis Grow.
Change of occupancy - from S-1 to F-1.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, STATE THE ABOVE IS CORRECT, AND AGREE TO COMPLY WITH ALL STATE LAWS, AND CODES AND ORDINANCES OF THE CITY AND BOROUGH OF SITKA.

Eric VanVeen	[signature]	3-29-21
APPLICANT'S NAME (PRINTED)	APPLICANT'S SIGNATURE	DATE

FOR OFFICE USE ONLY

ZONING I OCCUPANCY _____ FLOOD ZONE _____ PROPERTY TAX ID NO. _____

PLANNING DTP 4/28/21 PUBLIC WORKS (W/WW) _____ ELECTRIC _____ ADMINISTRATOR _____

COMMENTS: ☐ AS BUILT TO ASSESSING ☐ UTILITIES PERMIT APPLICATION SUBMITTED

Amendment to CUP 18-05 approved 4/16/21
Call for inspections prior to covering any work
AND at completion.

APPROVED FOR CONSTRUCTION: 2-3-22 BUILDING OFFICIAL

ORIGINAL-BUILDING OFFICIAL. COPIES-CUSTOMER, UTILITY CLERK, ASSESSOR, ELECTRIC DEPT.

Received by AMCO 3.3.22. Payment 3.4.22