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

Alaska Marijuana Control Board

Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan

Why is this form needed?

This form and your attached diagram is required for all marijuana retail establishment licensees seeking to alter the functional floor plan to include a walk-up or drive-through exterior window at the establishment's existing licensed premises.

There is a $250 application fee which may be made online or by check, cashier's check, or money order.

This form must be completed, submitted to AMCO's Anchorage office, approved by the MCB Board and inspected prior to altering the existing floor plan and/or operating an exterior window.

Section 1 – Establishment Information

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

Licensee:	Badger Buds LLC	**MJ License #:**	3a-20561
License Type:	Marijuana Retail		
Doing Business As:	Badger Buds LLC		

Section 2 – Required Diagram Information

A new diagram is required with this form. 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).

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, including walk-up or drive-through exterior window**
- **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.

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Section 3 – Exterior Window Service Operating Plan

Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

Video Surveillance camara's will be added inside and outside of the store. The video surviallanc will be placed in a manner to get a clear view of the employee verifying the customer(s) photograhic identification. The survieliance will asko capture the employee processing the transaction and all payements that transpires at the drive-up window. The surveillance will aslo capture all vehicals as they enter and exit the drive-thru. Surveillance will also capture voice of employee and customer verifying if there are any children in the car and who they belong to and/or other passangers in car and checking all ID's. All surveillance will be stored in cocmpliance with 3 AA 306.720.

ID verification will be preformed by the employee for all person(s) in the vehicle. If there are people in the vehicle under the age of 21 except for what is allowed by AMCO. The employee will not continue with sale. If there are child(ren) in the vehicle and are in a car seat appearing to be under the age of seven, the employee will ask if all children are of the age of seven or younger and are they the legal guardian. If the customer states they are of age seven or younger and they are the legal guardian, the employee will continue with ID verification and sale. All transactions will be recorded by video and voice surveillance.

No marijuana, marijuana products or advertisments will be placed in the window or outside the window of the retail or drive-up window. Customers will be given a limited paper or digital menu to order from once their ID has been verified that they will return to the employee to complete the order.

The drive up window will be added to the current security system in place. The window will have a motion and break censor that will set off an alarm at both the store and to the owner and managements phones. The window will have a locking shutter system to cover the window and prevent entry into the window during closed hours.

To help prevent consumers from unlawfully accessing marijuana and funds through the window no product will be placed or stored in the immediate vacinity of window. No marijuana or marijuan products will be stored in the immiediate vincinty of the window. The customers products will be placed in a bag and kept at the POS until the sale is complete and then the bag will be handed to the customer. The POS will be approximatly 30in from the window not allowing the customer reach from their vehicle to the register. No walk up customers will be premitted helping to prevent any customers having any reachable access through the drive up window. Outside of the drive up window there will be camara's placed so that outside activity can be monitored from inside the store at all times and extra lighting will be added to light up the drive thru area.

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, attach a copy of the license, permit, application to this form. None. MW

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

I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises. Already apart of Approved licensed premises MW

I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots. MW

I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720. MW

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. MW

Michelle Westlake
Printed Name of licensee

Michelle Westlake
Signature of licensee

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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.	☐	☑	

Krista Major
Signature of local government official

Building Permit #

10/26/23
Date

Krista Major
Printed name of local government official

Executive Assistant
Title

Section 6 – AMCO Review

AMCO Review:	Approved	Disapproved
	☐	☐

Signature of Director

Printed Name of Director

Date

Final Inspection:	Approved	Disapproved
	☐	☐

Signature of Enforcement Investigator

Printed Name of Enforcement Investigator

Date

AMCO Comments:

License #3a-20561 Badger Buds LLC Drivethru Addition

Diagram I

License # 20561 Badger Buds LLC
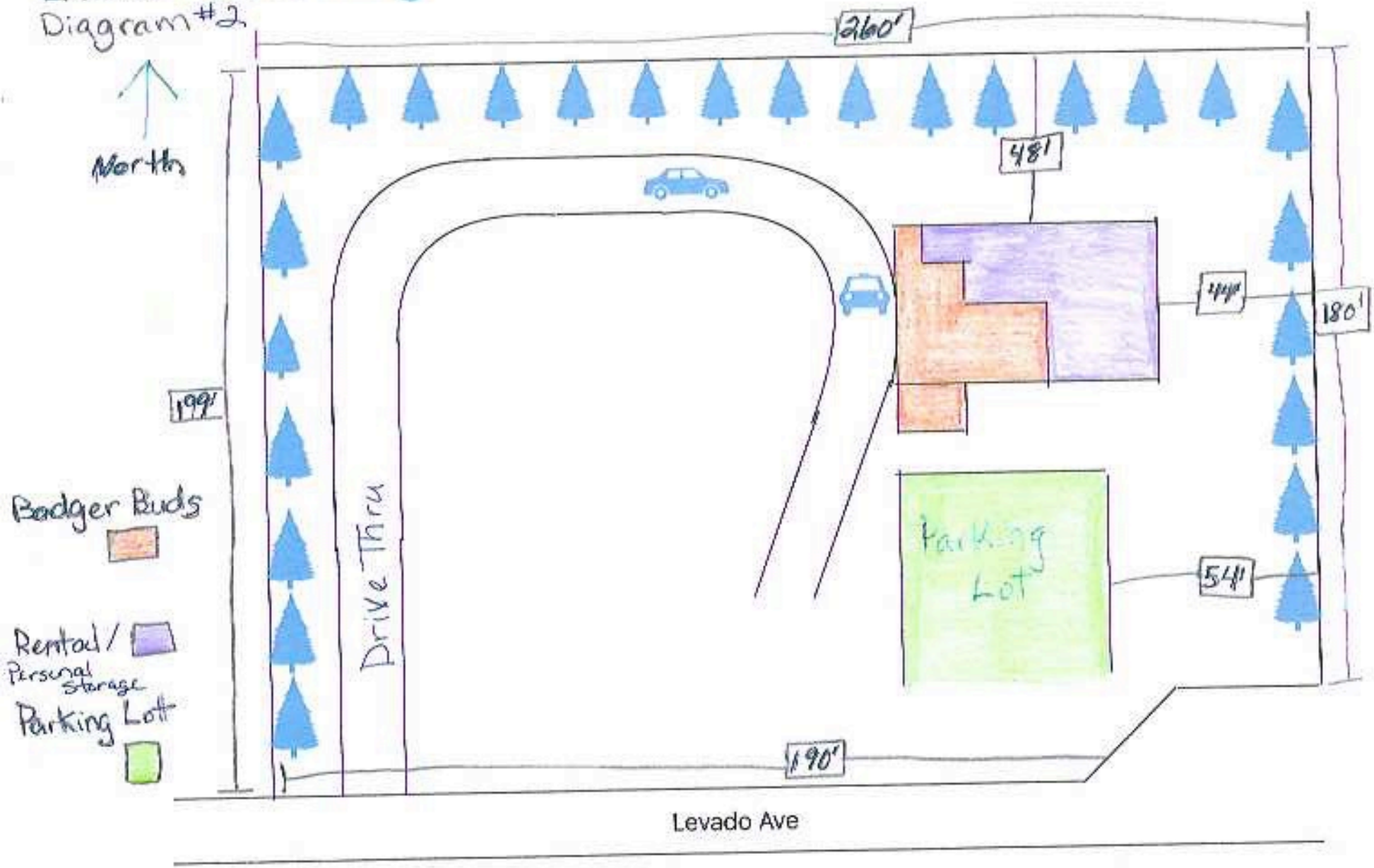
Diagram #2