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-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:	Fort Green, LLC	**MJ License #:**	32116
License Type:	Retail Marijuana Store		
Doing Business As:	Fort Green Alaska		

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.

Fort Green Alaska will provide customers with the options of in-person, telephone and Internet orders for purchasing marijuana and/or marijuana products for the walk up/drive through exterior window so long as the order is paid for and picked up in person by the customer placing the order. A licensee or an employee shall physically view and inspect the customer's photo identification to ensure that the person is 21 years of age or older. A Fort Green Alaska licensee or employee will ask if there is any person in the vehicle who is between the age of 7 and 21, if there are children in the vehicle under the age of 7, the licensee or employee will ask if the child under 7 (seated or otherwise required by local or state law to be seated in a car seat or booster seat) is the customer's own child, grandchild, or ward. Cameras will be placed inside on the interior of the walk up/drive through exterior window so that the video surveillance system has a view of a licensee or employee verifying the customer's photo identification and the complete sales transaction. A camera will also be placed to provide a clear view of each vehicle or person that enters and exits the walk up/drive through exterior window. marijuana and marijuana products will not be displayed at the walk up/drive through exterior window. The window will be locked from the inside as well as the door accessing the walk up/drive through exterior window sales area. An audible sound will play in the sales area and the retail sales floor when a person or vehicle approaches the walk up/drive through exterior window.

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

Ryan McKay

Printed Name of licensee

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.	☒	☐	

Signature of local government official: [illegible]

Building Permit #: _____

Date: 9/12/24

Printed name of local government official: PEGGY HORTON

Title: CURRENT PLANNER

Section 6 – AMCO Review

AMCO Review:	Approved	Disapproved
	☐	☐

Signature of Director: _____

Printed Name of Director: _____

Date: _____

Final Inspection:	Approved	Disapproved
	☐	☐

Signature of Enforcement Investigator: _____

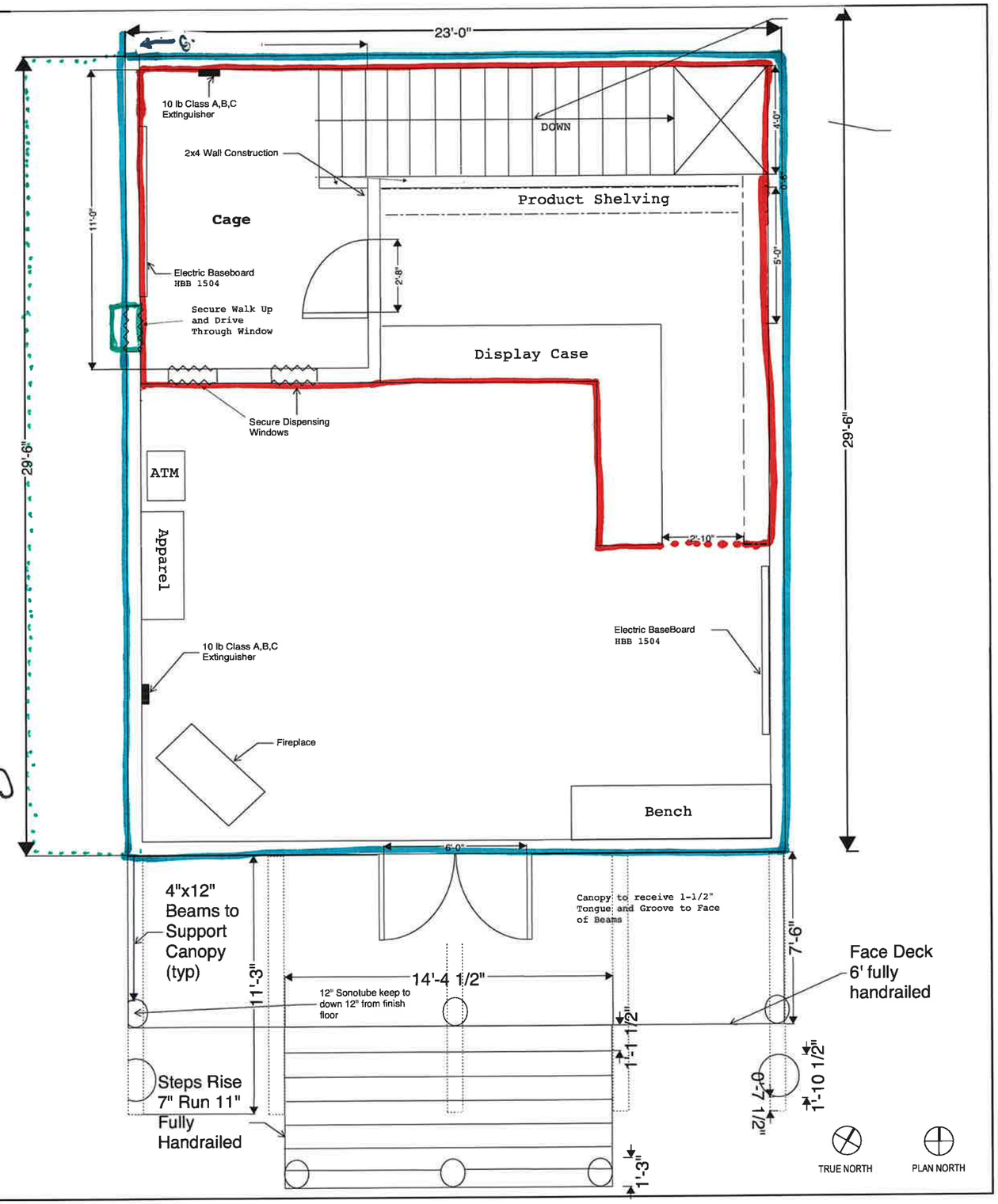
Printed Name of Enforcement Investigator: _____

Date: _____

AMCO Comments:

IF THIS DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING HAS BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES

1" ACTUAL



- proposed Licensed premises
- right to possess area outside of exterior Window
- Restricted Access Area

Diagrams 1,2+5

Fort Green Alaska
License # 32116

1 A01 FIRST FLOOR PLAN
1/2" = 1'-0"

1/31/2021 12:20 PM

100% FOR CONSTRUCTION

CONSULTANT:

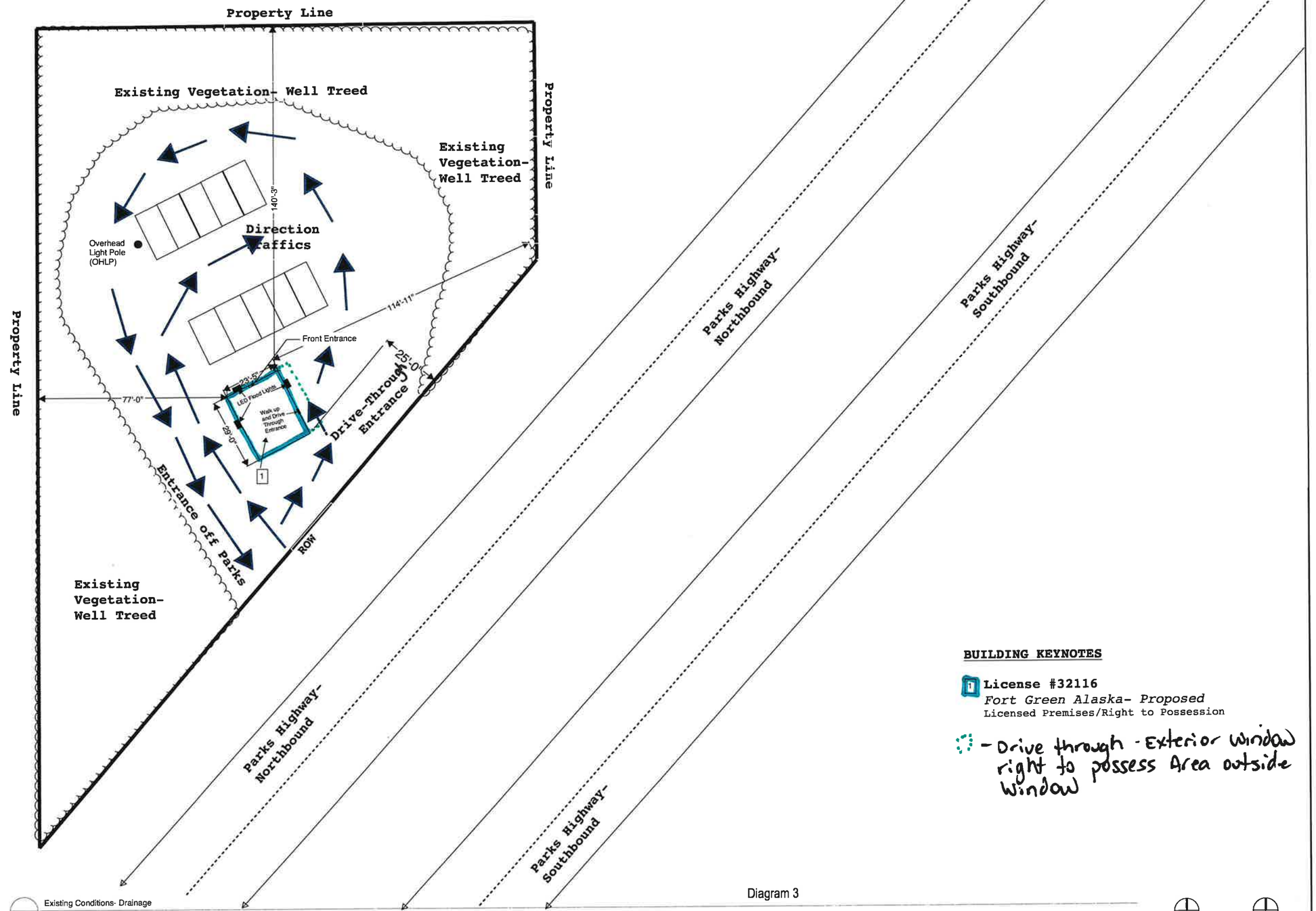
PROJECT NO: 01
DATE: 01/31/2021
DRAWN BY: Kyler Dias, (CE, EIT)
CHECKED BY: NA

REVISION	DESCRIPTION	DATE

A03

IF THIS DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING HAS BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES

1" ACTUAL



C-01 Existing Conditions- Drainage

1" = 40'

BUILDING KEYNOTES

1 **License #32116**
Fort Green Alaska- Proposed
Licensed Premises/Right to Possession

- Drive through - Exterior window right to possess Area outside window

TRUE NORTH

PLAN NORTH

100% FOR CONSTRUCTION

CONSULTANT:

PROJECT NO: 01
DATE: 02/22/2022
DRAWN BY: Kyler Dias, (CE, EIT)
CHECKED BY: NA

REVISION	DESCRIPTION	DATE

C-01

1/31/2021 12:20 PM