Alcohol and Marijuana Control Office
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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:	Silverthorn Investment Group, LLC	**MJ License #:**	10316
License Type:	Marijuana Retail Store		
Doing Business As:	Denali 420 Recreationals		

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.

Alaska Marijuana Control Board

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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.

The exterior service window will be built into the currently established license premises of the marijuana retail store.
(1) Pursuant to 3 AAC 306.715, licensed premises will have exterior lighting to facilitate surveillance, a security alarm system on all exterior doors and windows and continuous video monitoring. Security cameras will be installed facing the customer at the drive-through window so as to record the customer and the transaction from the exterior of the drive through window. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight, and will have the ability to see at night using infrared technology for night time recordings.
Pursuant to 3 AAC 306.380: (2) Employees must physically view and inspect customer's photographic I.D. prior to completing a sale. Each person in the vehicle is required to present their photographic I.D., unless it's the customer's child or grandchild, and under the age of 7 years. Video surveillance will capture the complete I.D. check and transaction.
(3) The marijuana retail store will not display marijuana or marijuana products at the drive-through exterior window.
(4) The drive through window will be a stationary security window with a transaction drawer and locking mechanism to lock when not in use, as to prevent unauthorized access. Customers will place orders from either a paper menu or via an internet menu. Marijuana will not be visible or accessible to customers via the exterior window except the customer's products upon completion of the transaction.
(5) The area immediately outside the drive-through window is under the licensee's sole possession and control. Surveillance cameras will be installed to capture each transaction in it's entirety.

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

Jared D. Lamb
Printed Name of licensee

Signature of licensee

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

N/A
Building Permit #

9/2/24
Date

Jared Eisen
Printed name of local government official

Director of Public Works
Title

Section 6 – AMCO Review

AMCO Review:	Approved	Disapproved
	☐	☐

Signature of Director

Printed Name of Director

Date

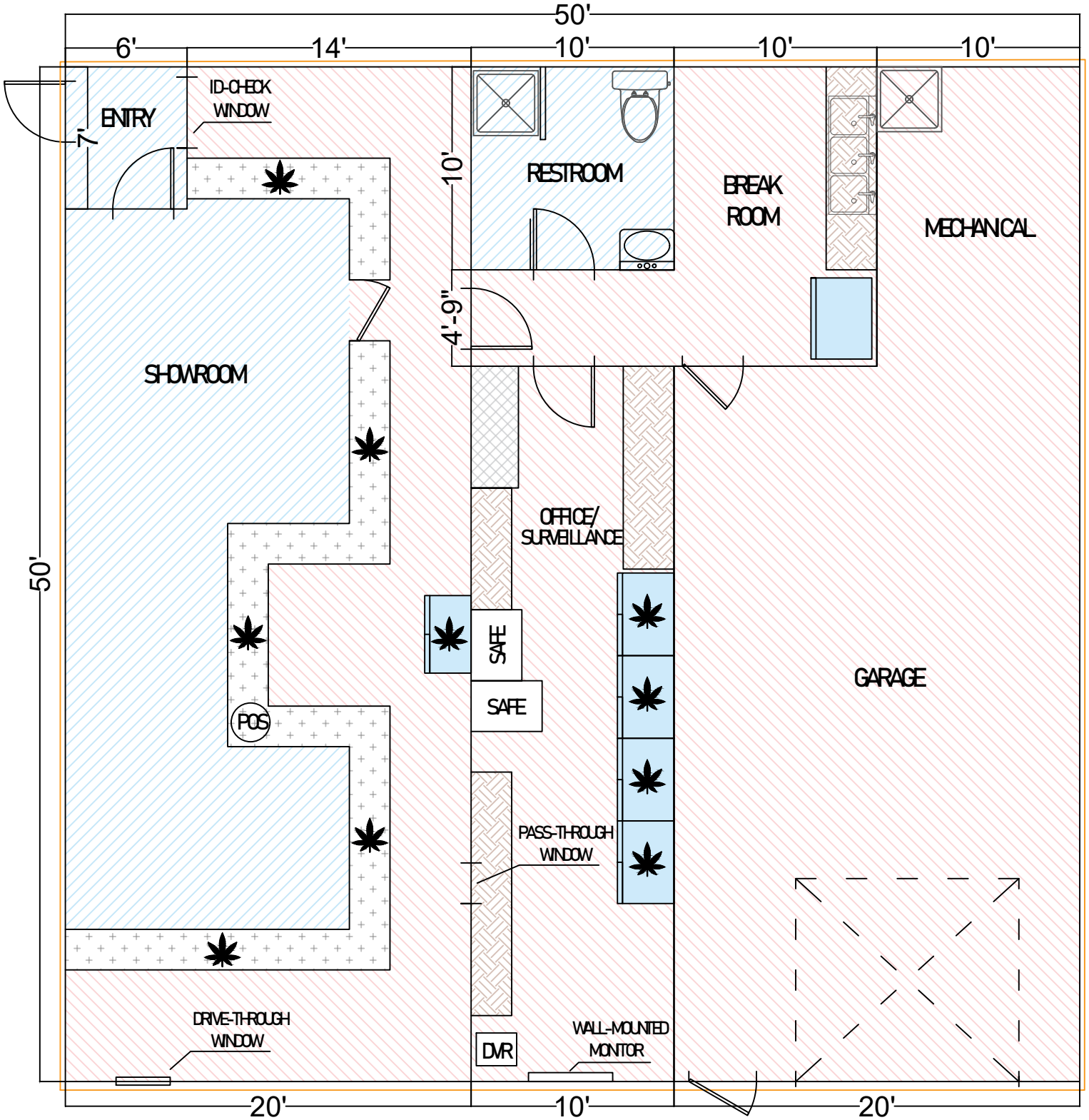
Final Inspection:	Approved	Disapproved
	☐	☐

Signature of Enforcement Investigator

Printed Name of Enforcement Investigator

Date

AMCO Comments:



Denali 420 Recreationals
(LIC#10316)
MJ-02 Diagram 1, 2, 5a

KEY

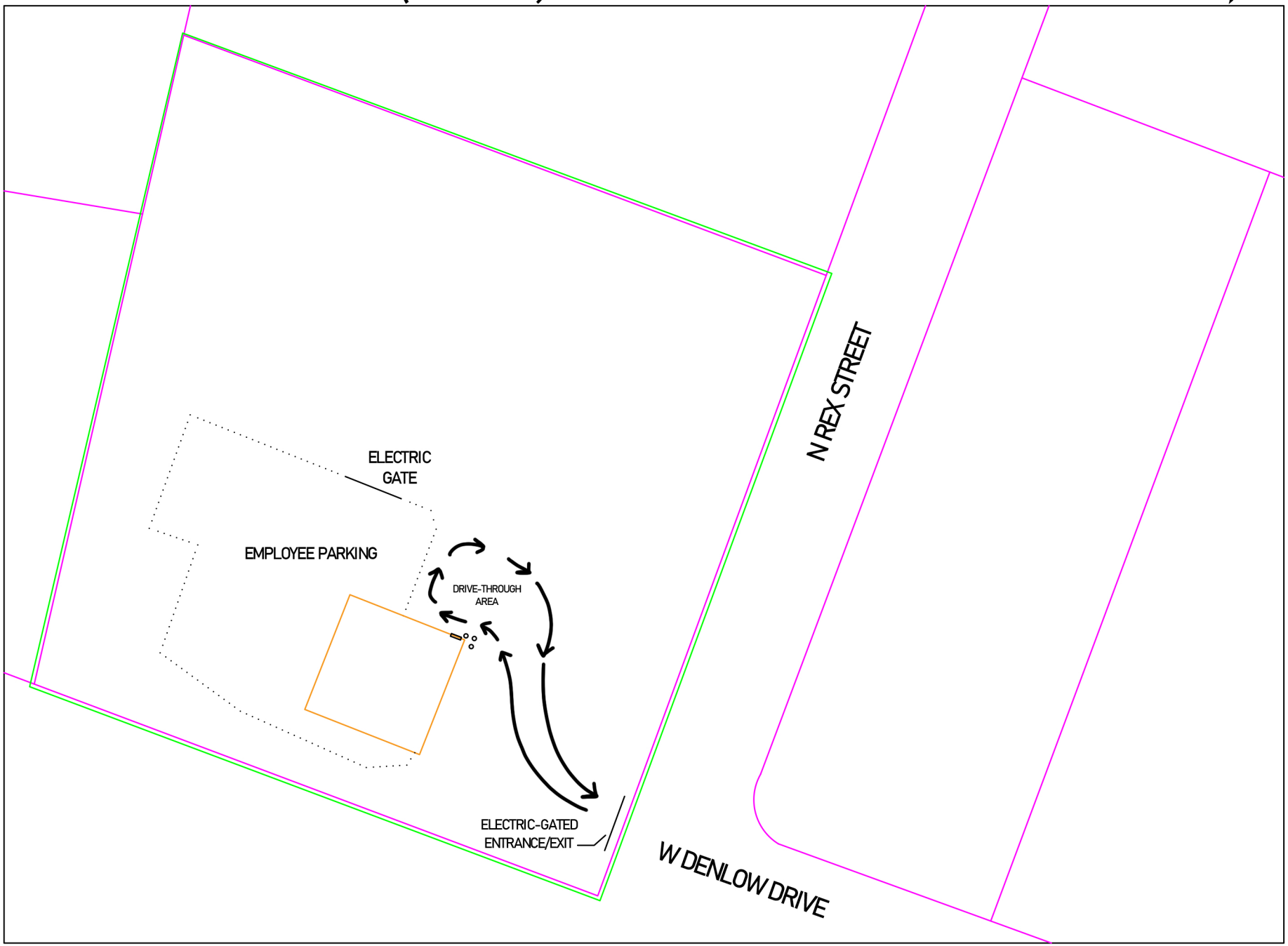
- RESTRICTED ACCESS AREA
- LICENSED, NOT RESTRICTED
- LICENSED PREMISES/ RIGHT TO POSSESSION
- GLASS DISPLAY CASE
- SHELVING
- TABLE/COUNTER
- REFRIGERATOR
- USED FOR MJ STORAGE

N

5 FEET

DENALI 420 RECERATIONALS (LIC#10316)

MJ-02 DIAGRAM 3, 5b



KEY

- PLOT LINES
- LICENSED PREMISES
- FENCE
- RIGHT TO POSSESSION

50 FEET

N

N Rex St
W Denlow Dr
N
40 FEET
DENALI 420 RECREATIONALS
LIC#10316
MJ-02 DIAGRAM 4
KEY
LICENSED PREMISES
RIGHT TO POSSESSION
PLOT LINES
Note: Imaging is prior to fencing updates