Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Michelle Jay Jones	**License Number:**	41345		
License Type:	Retail Marijuana Store				
Doing Business As:	The Joint				
Physical Address:	327 Seward St., Suite #7				
City:	Sitka	**State:**	AK	**Zip Code:**	99835
Designated Licensee:	Michelle Jay Jones				
Email Address:	thejointsitka@outlook.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-02

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Form MJ-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
  A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;

- **Diagram 2:**
  If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises *(details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises);*

- **Diagram 3:**
  A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;

- **Diagram 4:**
  An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises *(this can be obtained from sources like Google Earth)*; and

- **Diagram 5:**
  A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants *(a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises)*.

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:	Michelle Jay Jones	**MJ License #:**	41345		
License Type:	Retail Marijuana Store				
Doing Business As:	The Joint				
Premises Address:	327 Seward St. Suite #7				
City:	Sitka	**State:**	Alaska	**ZIP:**	99835

Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Section 2 – Required Information

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) for marijuana retail establishments. *Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.*

The following details must be included in all diagrams:

- [X] License number and DBA
- [X] Legend or key
- [X] Color coding
- [X] Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- [X] Dimensions
- [X] Labels
- [X] True north arrow

The following additional details must be included in Diagram 1:

- [X] Surveillance room
- [X] Restricted access areas
- [X] Storage areas
- [X] Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments
- [X] Walls, partitions, and counters
- [X] Any other areas that must be labeled for specific license or endorsement types
- [ ] ** Serving area(s)
- [ ] **Employee monitoring area(s)
- [ ] **Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- [X] Areas of ingress and egress
- [X] Entrances and exits
- [X] Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- [X] Areas of ingress and egress
- [X] Cross streets and points of reference

The following additional details must be included in Diagram 5:

- [X] **Areas of ingress and egress**
- [X] **Entrances and exits**
- [X] **Walls and partitions**
- [X] **Cross streets and points of reference**

Initial: MJ

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.

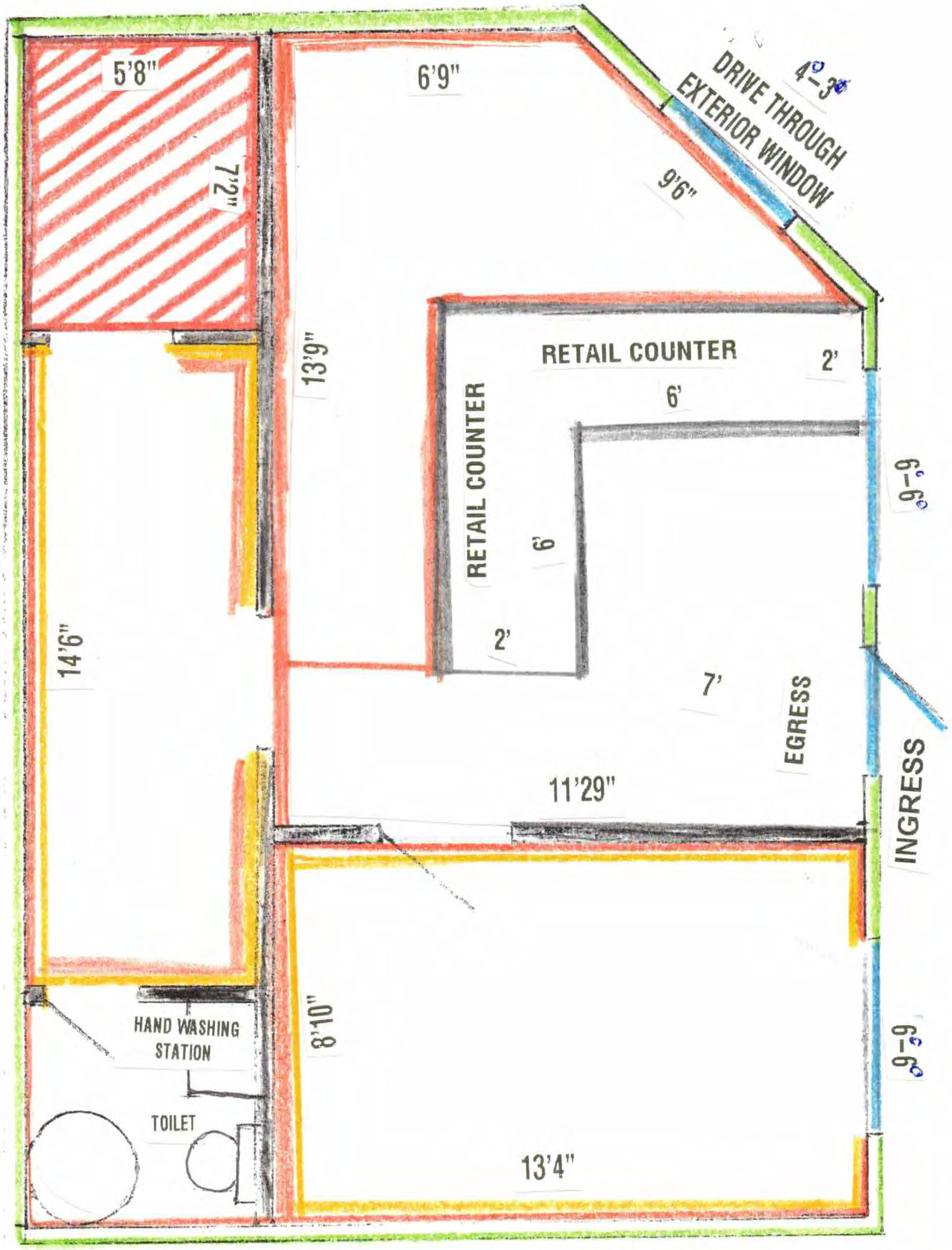
michelle jones
Printed name of licensee

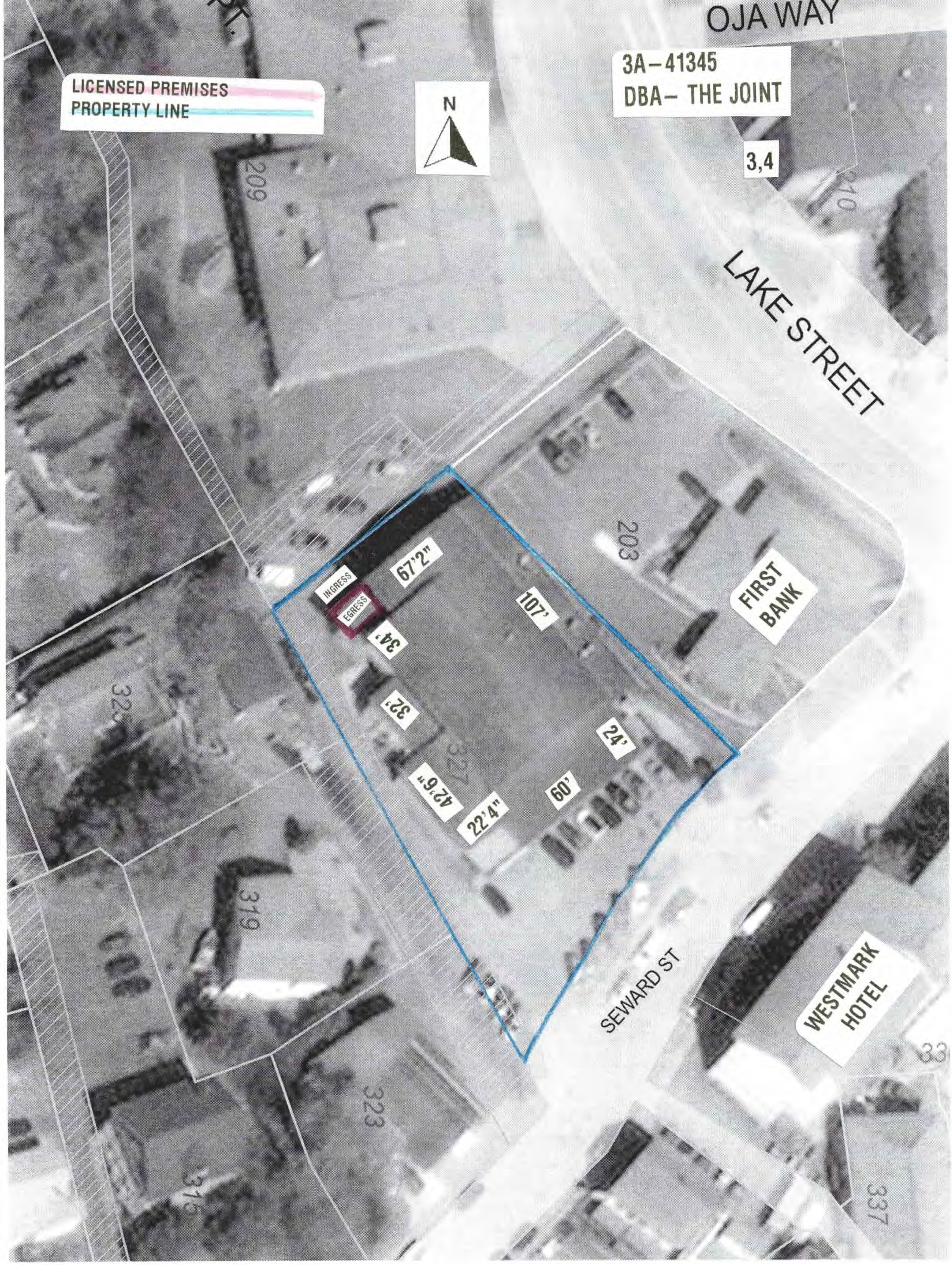
MJones
Signature of licensee

LICENSED PREMISES
SURVELLIANCE ROOM
RESTRICTED ACCESS AREA
STORAGE AREA
ENTRANCE, EXIT, WINDOW
WALLS AND PARTITIONS

3A–41345
DBA: THE JOINT

1,2




OJA WAY
3A–41345
DBA– THE JOINT
LICENSED PREMISES
PROPERTY LINE
N
3,4
LAKE STREET
209
203
FIRST BANK
INGRESS
EGRESS
67'2"
34'
32'
42'6"
22'4"
107'
60'
24'
327
329
323
343
319
337
SEWARD ST
WESTMARK HOTEL

LICENSED PREMISES
ENTRANCE AND EXIT
WALLS AND PARTITIONS

327 SEWARD STREET, SUITE:
#1 – ASIAN PALACE RESTAURANT
#2 – WILDFLOUR CAFE AND BAKERY
#3 – SUBWAY
#4 – SITKA'S BURGER AND CRAB SHACK
#5 – HIGHLINER COFFEE
#6 – MARTIN ENTERPRISES

3A–41345
DBA– THE JOINT

5" W 105.0'
S38° 53' 45" W
20.0'
S51° 06'
ONE WA
5
N
S 51° 06' 15" W
104.78'
5'-0" SIDEWALK
ONE WAY
INGRESS
EGRESS
67'2"
#5
#6
28.3'
34'
14'4"
20.0'
TELEPHONE BOXS
32'
8'
18.5'
11,203 S.F.
#4
#2
#3
#1
42'6"
22'4"
12'6"
60'
24'
20'
107'
FIRST BANK
LAKE STREET
SIDEWALK
EXIST SEWER LINE
S 45° 10' 15" E
120.
S 28
5.0
N 28 14 W 223.42
POWER POLE
EXIST SEWER
HC
SEWARD STREET
WESTMARK HOTEL