



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

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-31
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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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.

Table with 3 columns: Licensee, MJ License #, License Type, Doing Business As. Row 1: Michelle Jay Jones, 41345, Retail Marijuana Store, The Joint

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.



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

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 Joint will operate in full compliance with Alaska’s security and retail operating requirements to ensure the safety of marijuana, funds, employees, and customers. 24/7 digital video surveillance system will continuously monitor all interior areas where marijuana is handled, displayed, or sold, as well as the entrance/exit and the exterior perimeter of the premises, including the designated drive-through lane. Cameras will capture activity at the required resolution and frame rate, with footage retained for at least 40 days and made available to AMCO or law enforcement upon request.

All customers will be required to present valid government-issued photo identification at the point of entry or the drive-through window. No one under 21 years of age will be permitted on the premises or served. Inside the retail area, marijuana and marijuana products will only be displayed in locked cases or behind service counters, preventing unauthorized customer access. At the drive-through window, the point-of-sale station will be positioned far enough inside the building to prevent customers from reaching inside the restricted access area or accessing funds or products unlawfully. Products will only be retrieved from secure storage after the sale has been completed in the POS system and METRC, and all product will be passed through in compliant, tamper-evident packaging.

The facility will be equipped with a Ring Security System, including monitored door and window sensors, motion detectors, glass-break sensors, and exterior cameras. The alarm will be armed whenever the business is closed and will immediately alert management and monitoring services of any unauthorized breach. Exterior doors will be secured with commercial-grade locks, and restricted access areas will require key access for employees. The drive-through window will remain locked and inaccessible outside of business hours.

To prevent unlawful access or diversion, no marijuana or funds will be stored adjacent to exterior windows. Windows will be reinforced with security bars if necessary. Exterior lighting and video monitoring will cover all window areas and the surrounding premises. Employees will be trained and required to monitor and document the area around the exterior of the building, including the drive-through lane, to deter loitering and maintain licensee control of the property at all times.

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.

Michelle Jones
Printed Name of licensee

Signature of licensee



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

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]
Signature of local government official

N/A
Building Permit #

12-18-25
Date

PAT SWEDEN
Printed name of local government official

BUILDING OFFICIAL
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:

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



3A-41345
 DBA: THE JOINT

