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:	Zackary Overman	**MJ License #:**	32773
License Type:	Retail Marijuana Store		
Doing Business As:	Red's Outpost		

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.

An existing window and surveillance will be used as the drive-through exterior window. The area immediately outside of the window is under the licensee's sole possession and control and does not include any public property, streets, sidewalks, or parking lots.
Any orders received through the window will be placed by the consumer from a menu displaying product information that cannot be viewed from the public or highway. Marijuana or marijuana products will not be displayed at or through the window. The licensee or employee will physically view the consumer's I.D. before completing a sale at the window to confirm they are 21 years of age or older. Signage will be posted stating, "Each person in a vehicle at the drive-through window must be 21 years of age or older, unless the person is the consumer's own child, grandchild, or ward who is not older than seven years of age seated or otherwise required by local or state law to be seated in a car seat or booster seat." at the window. Employees will be trained to comply with legal exterior drive-through window practices.
The window area is located behind the sales counter, has iron bars with 5 inch spacing, and a panic button within reach of the licensee or employee. Video surveillance is aimed at the window and cash drawer from inside the premises and aimed at the window from the outside.

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

Zackary Overman
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.	☐	☑	

Ryan Raidmae
Signature of local government official

NA
Building Permit #

03-25-24
Date

RYAN RAIDMAE
Printed name of local government official

PLANNER
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 #_____

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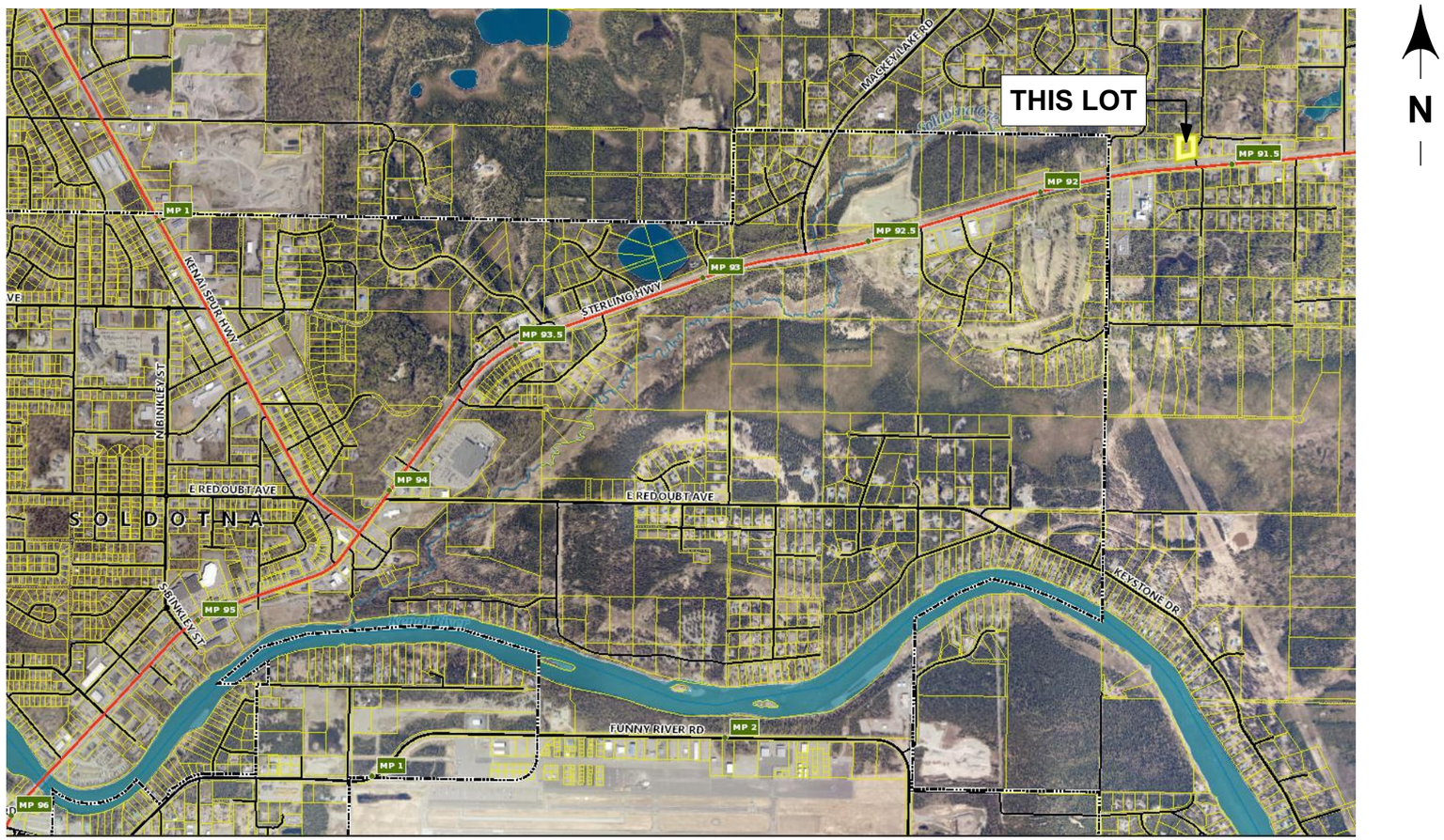
RED'S OUTPOST

ZACK OVERMAN



LEGAL DESCRIPTION:

T 5N R 10W SEC 26 SEWARD MERIDIAN KN 0790010
SHADY GROVE ESTATES AMENDED LOT 7 BLK 1
EXCLUDING THAT PORTION AS PER W/D 374 @ 054
PARCEL ID: 05821007
PHYSICAL ADDRESS:
41790 STERLING HWY
OWNER: CARPENTER KEVIN L
GROSS ACREAGE: 1.18

BUILDING INFORMATION:

OCCUPANCY GROUP: "B" BUSINESS
CONSTRUCTION TYPE: TYPE VB
SPRINKLER SYSTEM: NONE
AREA: 485 S.F. "B"

SITE DATA:

ROOF: GROUND SNOW LOAD = 70 PSF
WIND: VELOCITY = 130 MPH HOUR 3 SECOND GUST
SEISMIC DATA: CATEGORY D

APPLICABLE CODES:

2012 IBC, 2012 IFC,

DRAWING INDEX:

1	COVER SHEET
2	FIRE DIAGRAM & NOTES
3	SITE PLAN
4	FLOOR PLAN
5	ELEVATIONS

TRENT SEXTON
907-394-4687
129 PARKWOOD CR. SOLDOTNA AK. 99669

RED'S OUTPOST
ZACK OVERMAN
LICENSE # 32773
41790 STERLING HWY SOLDOTNA, AK

DR: TS
DT: 8/15/2023

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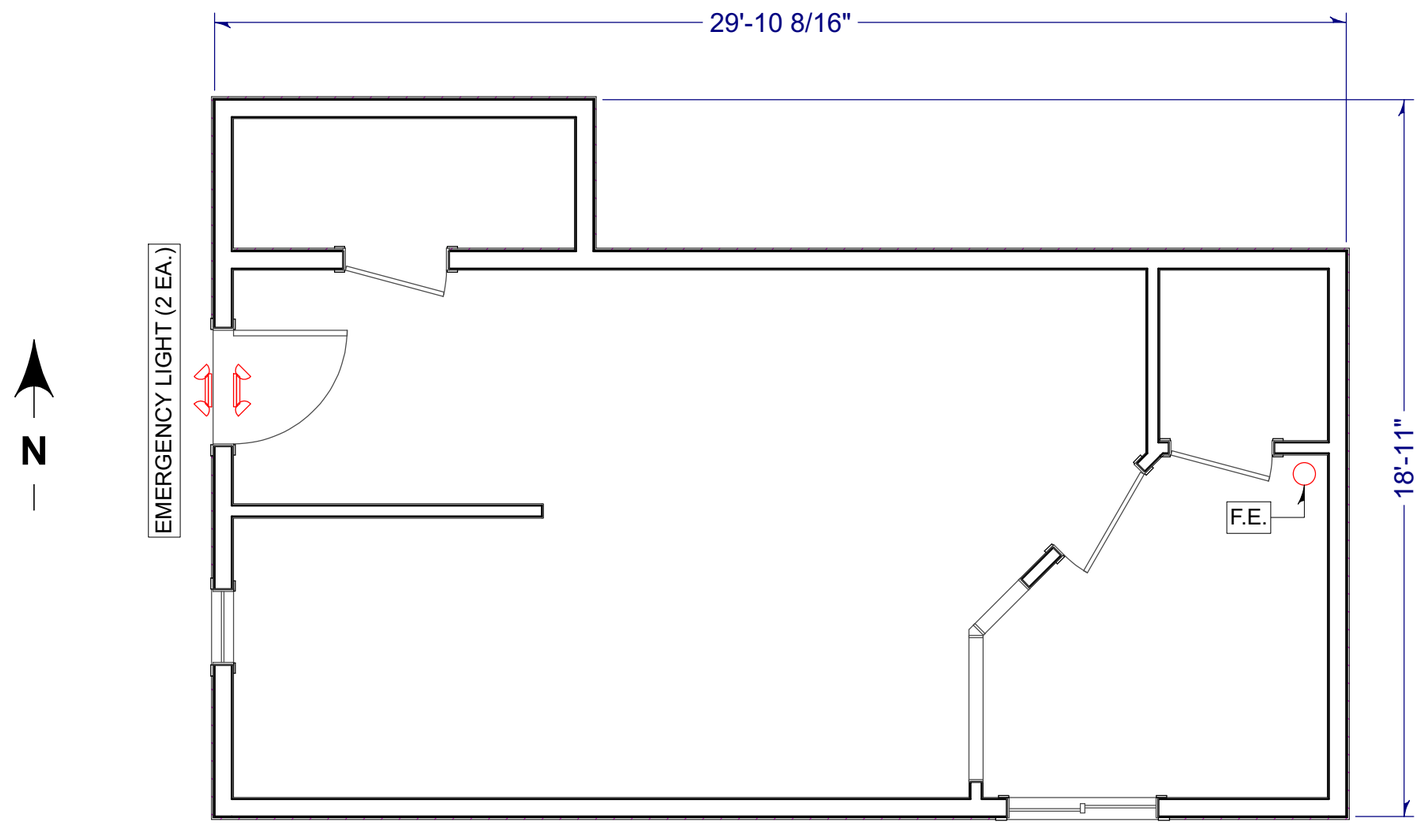
PORTABLE FIRE EXTINGUISHERS:

A TOTAL OF (1) FIRE EXTINGUISHERS (2A-40B:C 5LB.)
SHALL BE INSTALLED IN ACCORDANCE TO TABLE 906.3(1)

OCCUPANT LOAD:

485/100 = 5 PEOPLE "B"



FIRE DIAGRAM

1/4" = 1'

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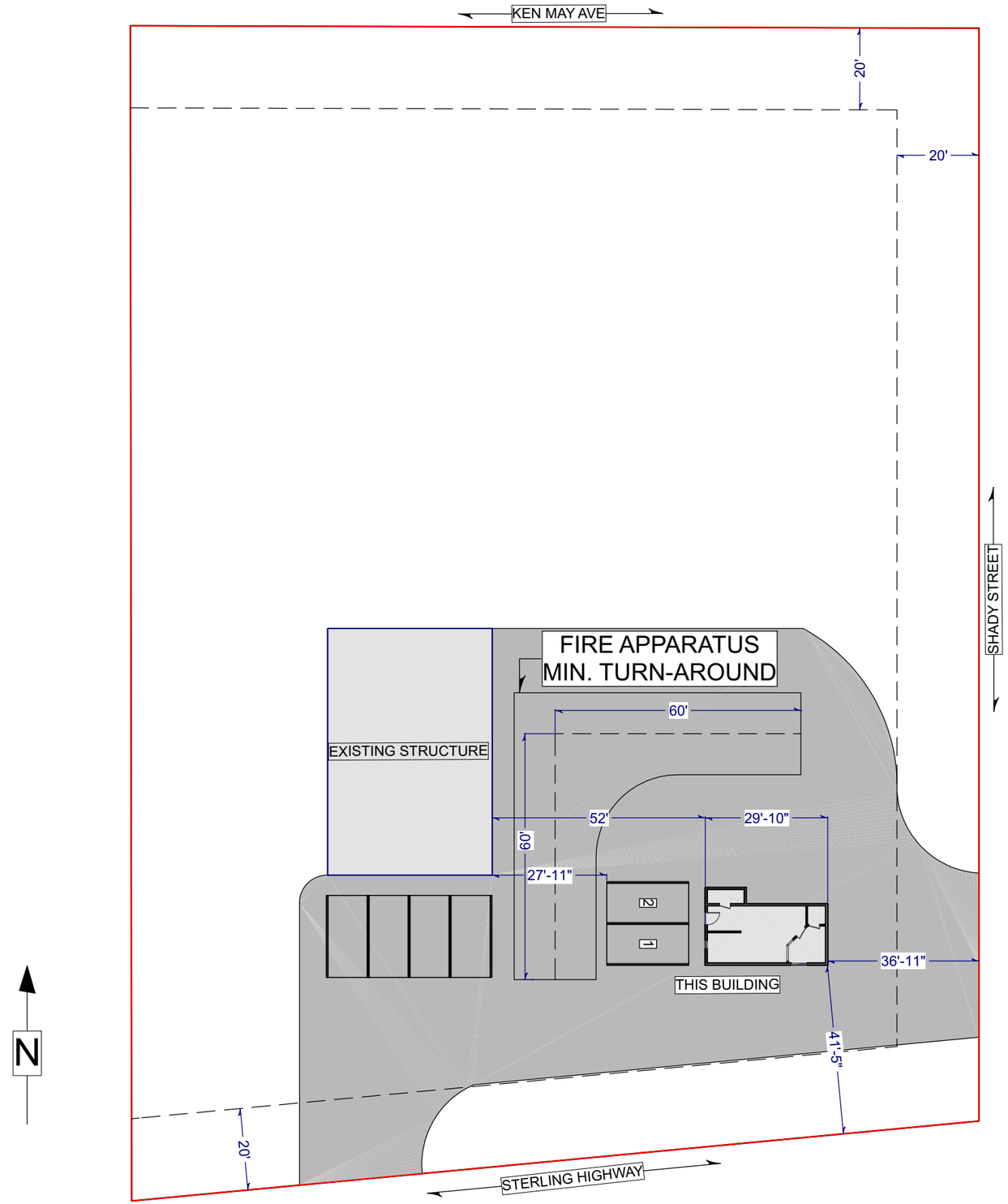
PARCEL ID:
05821007

LEGAL:
T 5N R 10W SEC 26 SEWARD MERIDIAN KN 0790010
SHADY GROVE ESTATES AMENDED LOT 7 BLK 1
EXCLUDING THAT PORTION AS PER W/D 374 @ 054

PHYSICAL ADDRESS:
41790 STERLING HWY

SETBACKS:
20' SETBACK ON NORTH, EAST, & WEST LOT LINES

PARKING REQUIREMENTS:
485/300 = 2



SITE PLAN
1" = 40'

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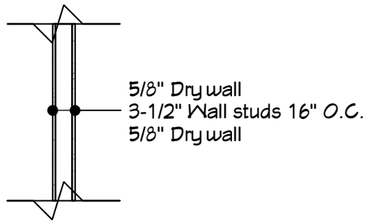
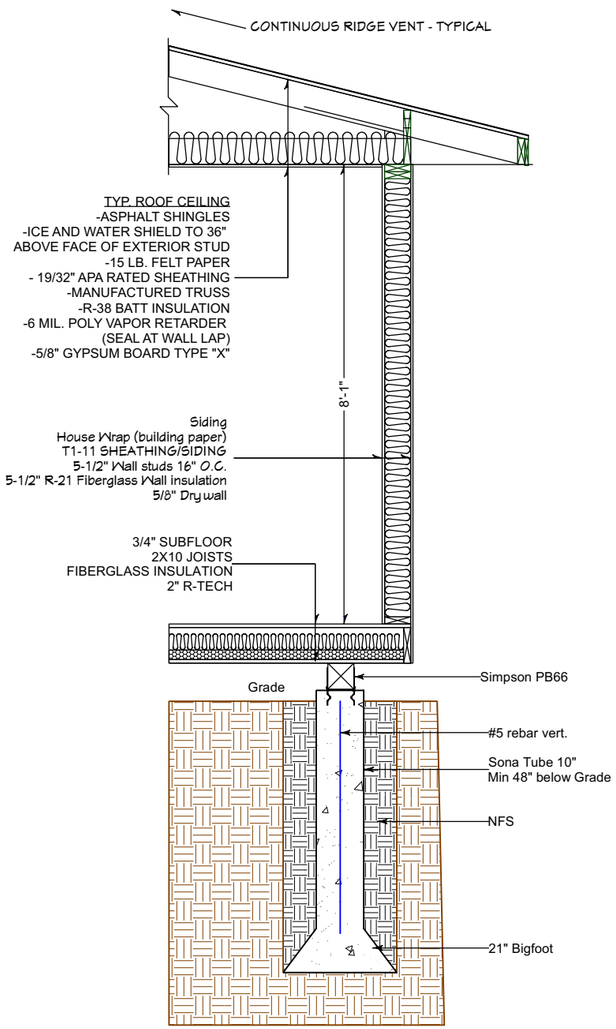


W1
4

2X4 Interior Wall Typical



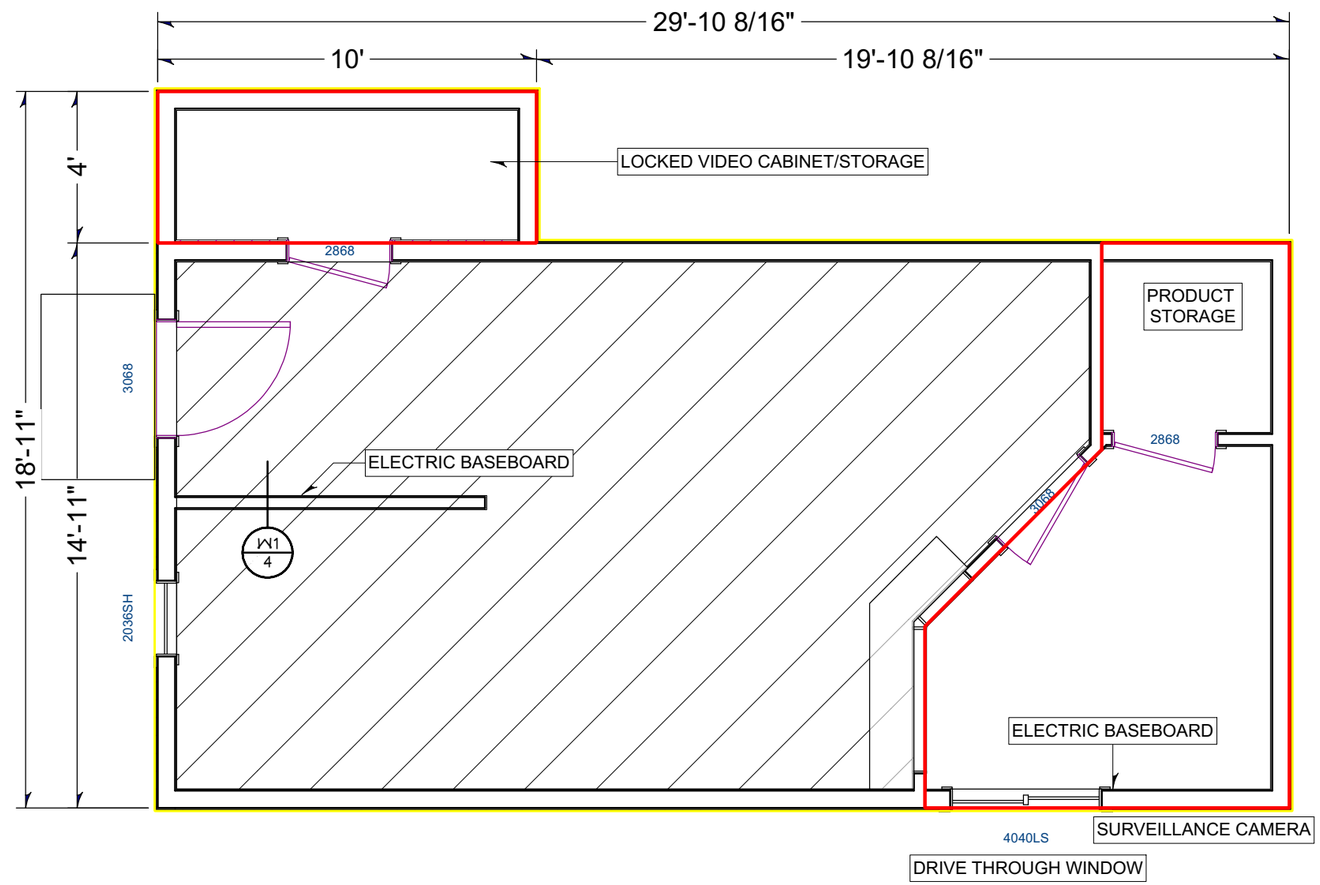
BUILDING SECTION EXISTING (FOR REFRENCE)

3/8" = 1'

PROPOSED LICENSED PREMISES

RESTRICTED ACCESS AREA

NON-RESTRICTED RETAIL



FLOOR PLAN (PROPOSED LICENSED PREEMIES)

1/4" = 1'

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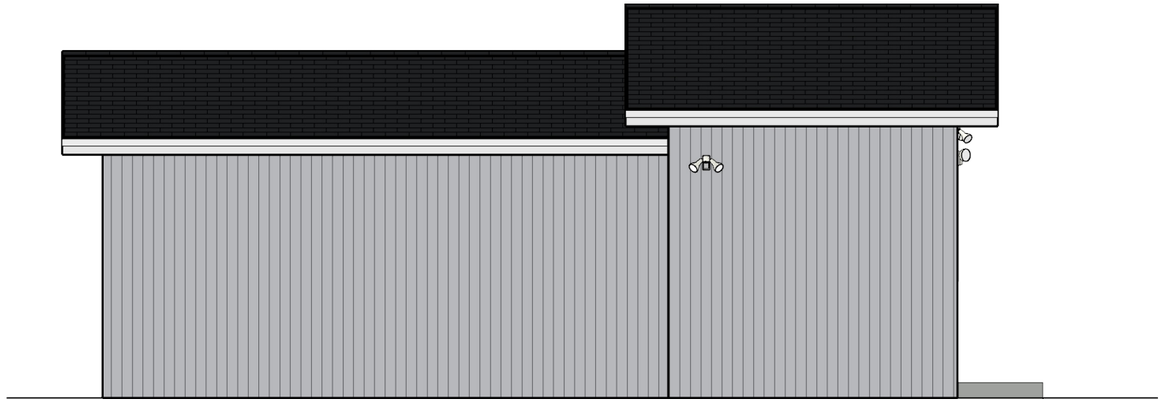
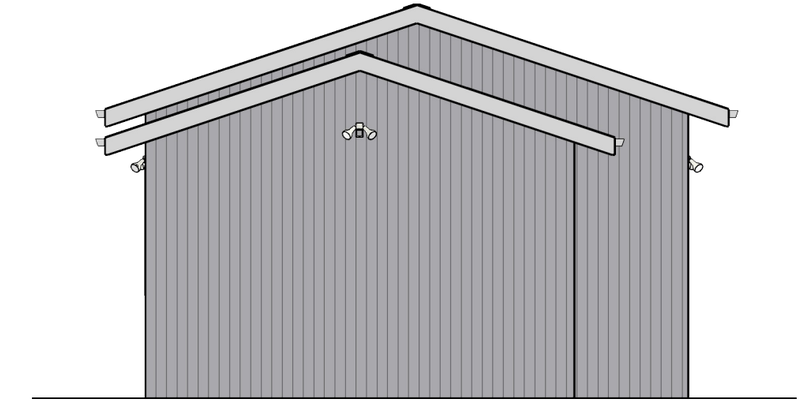
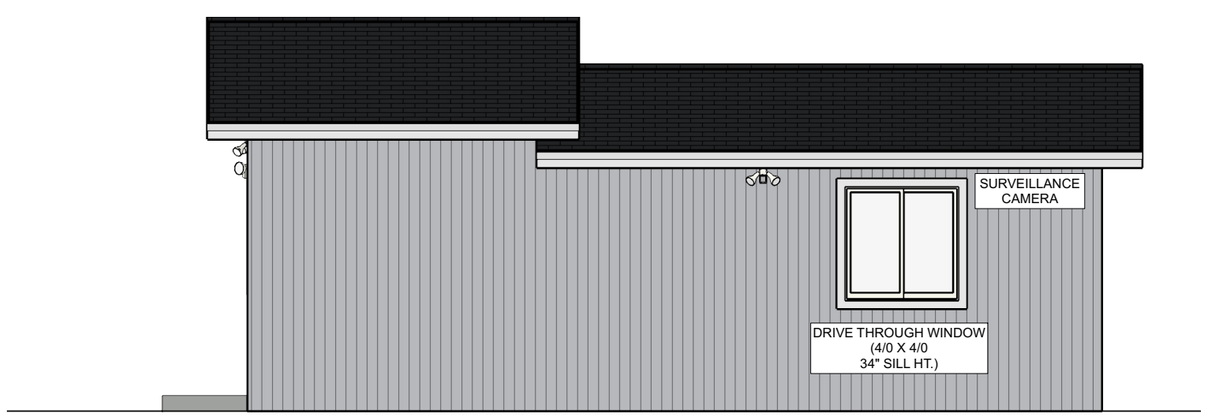


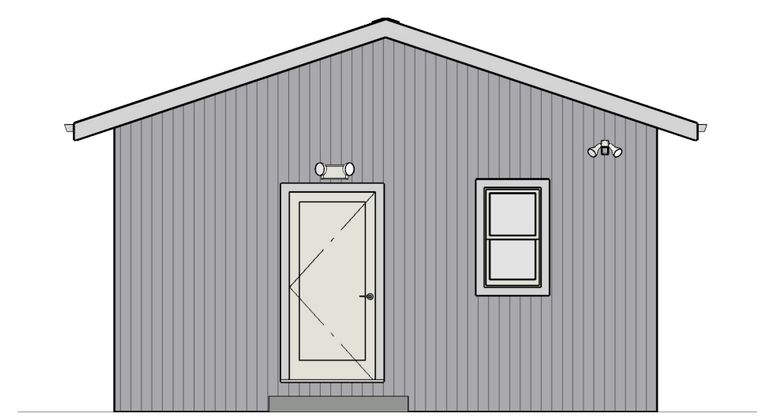
N NORTH ELEVATION
NTS



E EAST ELEVATION
NTS



S SOUTH ELEVATION
NTS



W WEST ELEVATION
NTS

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