



## OREGON LIQUOR CONTROL COMMISSION

# Producer Premises Map Instructions

There are several specific details that must be included on your boundary sketch and floor plan in order for it to be considered complete. If any of the details listed below are missing, your investigator will contact you to request a revised map.

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- Premises Boundary**  
Make an aerial image of the property where your premises is located (for example, from an online mapping tool). Mark the border of the tax lot(s). Draw a line around your licensed area, and label this line "Premises Boundary".
- If your premises is a single building, draw the line around the building.
  - If your premises is a single suite within a building, draw the line around the approximate footprint of your suite.
  - If your premises includes outdoor areas or spans multiple buildings, draw the line around the entire area in which you exercise the privileges of your license.
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- Limited Access Area Boundary**  
Draw a line around the boundary of your "limited access area" as that term is defined in OAR 845-025-1015(41). This should include every part of your premises which will ever contain marijuana, even if only briefly or while in transit. It is important to label this specifically as "limited access area" because that term has a very specific definition in rule; using similar words like "restricted" or "restricted access" is not sufficient.
- In general, you should have a single contiguous limited access area. You should not have more than one limited access area, unless your surveillance room/area is not contiguous with the rest of the limited access area and will never contain marijuana (in which case the surveillance room/area may comprise a second limited access area).
- If your entire premises is indoors, you can depict the limited access area on your floor plan rather than the aerial image.
  - If your premises includes any outdoor areas, you will need to label the limited access area boundary on the aerial image of the property. It may be identical to your premises boundary. Outdoor or mixed producers may submit a separate overall boundary sketch showing the details of the licensed premises (in additional to the aerial map).
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- Residences, Fences, and Buildings**  
Clearly label all residences that are located on the same tax lot as your licensed premises.
- If your premises includes any outdoor areas, you must also label:
- Any fences that are on the tax lot (include height and describe material; e.g "6' chain link"); and
  - All other buildings that are on the tax lot, even if they are not part of your licensed premises.
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- Numbered (or Uniquely Identified) Cameras**  
You must show the location of all cameras that are part of your surveillance system, and assign each camera a number or other unique identifier such as a name.
- For cameras located outdoors, these are best shown on the aerial image of the property.
  - For cameras located indoors, these are best shown on the floor plan of the building in which they are located.
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- Surveillance Room/Area**  
You must label the location of your "surveillance room" or "surveillance area". This is the room or enclosure where your DVR(s)/NVR(s) and video monitor(s) are located.
- If the surveillance room/area is in its own structure, label it on the aerial image of the property.
  - If the surveillance room/area is within a larger building, you may indicate the approximate location on the aerial image, but you will also need to call out the specific room or area on the floor plan of the building.
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- Canopy Areas**  
You must label every canopy area on your premises. Canopy areas that are outdoors or in greenhouses should be shown on the aerial image of the property. Canopy areas that are indoors should be shown on the floor plan.
- Use very specific labels: "outdoor mature canopy", "indoor mature canopy", or "immature canopy".
  - For every canopy area, include the area in square feet, **and** the dimensions used to calculate the area.
  - Canopy areas must be quadrilateral in shape unless you provide the Commission with a survey of the canopy space conducted by a Professional Land Surveyor licensed by Oregon State Board of Examiners for Engineering and Land Surveying that shows the canopy is within the licensed canopy limits
  - If a canopy area takes up only part of a room, be sure to draw the canopy area boundary within the room.
  - When designating separate canopy areas that are not separated by a wall, such as separate rows or beds in an outdoor grow, be sure to label the distance between the canopy areas.
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- Floor Plan(s)**  
For every building that is part of your licensed premises, submit a floor plan that shows the following:
- All doors (or other points of ingress or egress), walls, partitions, counters, and windows;
  - The location of all cameras, assigning each camera a number or other unique identifier; and
  - A clear designation of the limited access area boundary within the building.
- If a building has multiple floors, submit a floor plan for each floor.