

Process for Obtaining Sponsorship for Applications to the FTZ Board

(Applies to subzones, Minor Boundary Modifications (MBMs), Expansions, and new Manufacturing Requests)

A • To Be Provided by Applicant to Grantee:

1. Verify or Develop FTZ Cost- Benefit Analysis (CBA)
2. Formal Request to Chair
3. Summary of What the Application Will Entail
4. Support Letters from Local Public Agencies (City or County)
Affected by Tax Issues
5. Preliminary Site Plan and Survey

B • Returned to the Applicant by the Grantee Administrator (within 10 Working Days)

1. Operator Agreement
2. Tariff Schedule
3. Invoice for Application Fee (Due When the Application is Submitted to
Foreign-Trade Zones Board)
4. Letter to Proceed with Application, Conditional Sponsorship
(Subject to FTZ Board approval)

C • Application Processing:

1. Prepare Application, Preferably with Professional In-house or
Out-sourced Assistance
2. Application Review by Grantee, Payment Rendered to Grantee
Concurrence Letter Provided to Applicant
3. Grantee Files Application with the United States Foreign-Trade
Zones Board

For more information regarding
FTZ NO. 100, please contact:

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