

Application to Reorganize/Expand an Existing General-Purpose Zone under the Alternative Site Framework (ASF) – Instruction Sheet

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No zone, subzone, zone expansion/reorganization/modification, or production authority may be approved unless a completed application/notification/request has been received (19 U.S.C. 81a-81u; 15 CFR Part 400). The Foreign-Trade Zones Board has no authority to finance zone projects. Its approval is in the form of a grant of authority (license) for operating a facility under foreign-trade zone procedures. The basic requirements for foreign-trade zone applications are found in the regulations of the Foreign-Trade Zones Board (15 CFR Part 400), including Sections 400.21 through 400.25. Application formats are available on the FTZ Board web site: <http://www.trade.gov/ftz>.

Corporations submitting applications must be qualified to apply under the laws of the state in which the zone is to be located. Applicants may submit drafts of their applications to the FTZ Staff, which can provide comments and technical assistance in interpreting the Board's regulations.

Applicants should note that conduct of their proposed activity under FTZ procedures would result in an additional, ongoing information-collection burden associated with the Annual Report from Foreign-Trade Zones (OMB Control No. 0625-0109).

FTZ Staff

Foreign-Trade Zones Board
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APPLICATION TO REORGANIZATION/EXPAND AN EXISTING GENERAL-PURPOSE ZONE UNDER THE ALTERNATIVE SITE FRAMEWORK (ASF)

GENERAL INFORMATION/INSTRUCTIONS

General: The application format consists of a series of questions to answer. (For ease of use, each part of the format is provided as a MS Word document.) Leave each question in place in the document (including its identifying number) and provide your response directly below each question.

The standard format for an application to reorganize an existing FTZ under the alternative site framework includes several relatively straightforward steps. It has been designed to minimize the burden on a grantee (particularly for new documentation). Because justification for existing FTZ sites was provided in a prior application(s), you generally will not be asked to re-justify existing sites. If you are requesting an expansion of the FTZ either existing sites or new sites (Magnet or Subzone/Usage-Driven), you will have to provide a justification for each modified or new site. The FTZ regulations place the burden of proof on the applicant.

The application format is comprised of four parts:

- Part One -- General Information Section. This section is all you will need to complete if the proposed reorganization of your FTZ only involves existing sites – with no proposed changes to boundaries – for which you will now be requesting Magnet designation (or Subzone/Usage-Driven designation).
- Part Two -- Site-Specific Section for Subzones (or Usage-Driven Sites). This part is only used if you propose Subzone (or Usage-Driven) designation for one or more existing sites or new sites as part of your zone’s reorganization. Only a few of this section’s questions need to be answered for existing sites.
- Part Three -- Justification for New or Expanded Magnet Sites. This part is only needed if you propose Magnet designation for sites that are new or that involve an expansion to the boundaries of existing sites. If sites are simply being modified to remove acreage, you will not have to complete this part but you will have to complete Part Four for those sites.
- Part Four -- Site-Specific Information for New/Expanded/Modified Magnet Sites. This part is only needed if you propose Magnet designation for sites that are new or that involve an expansion or modification to the boundaries of existing sites. This part will need to be completed separately for each new, expanded or modified site (with required attachments immediately following the completed Part Four for each site).

Confirm Your Existing Sites: All applicants should contact the FTZ Staff at an early stage in the process of drafting an application to confirm that the grantee’s records regarding existing FTZ sites match the FTZ Board’s records (including the descriptions of the individual sites).

Adjacency Requirement: The FTZ Act and Regulations require each zone site to be within or adjacent to a U.S. Customs and Border Protection (CBP) port of entry (as listed and defined in part 101 of the CBP Regulations - 19 CFR '101.3). That requirement can be satisfied if the zone site is: 1) within the limits of a CBP port of entry or 2) within 60 statute miles or within 90 minutes' driving time from the outer limits of the boundaries of a CBP port of entry, as determined or concurred upon by CBP.

Sites versus Parcels: A zone site (site) means a physical location of a zone or Subzone. A “site” is composed of one or more generally contiguous parcels of land organized and functioning as an integrated unit, such as all or part of an industrial park or airport facility. If parcels do not share an identity, then they should be treated as separate sites.

Site Identification: Use new numbers for wholly new Magnet or Usage-Driven sites. For example, if your FTZ previously had (but no longer has) a Site 2, do not use number 2 for a new site – use the next number in the sequence of unused numbers. For each new Subzone, use identifying letters starting with “A” followed by “B” and so on. (Note: If your zone already has designated Subzones, use the next letter in the sequence of unused letters.)

About the Alternative Site Framework: Under the Alternative Site Framework, FTZs are fundamentally based on a “service area.” The service area is generally defined as one or more jurisdictions (often counties) within which the grantee will be able to propose zone sites. Under the ASF, a zone can establish a limited number of multi-user sites across its service area. These “Magnet” sites are akin to sites under the traditional framework and are intended to attract users to a single fixed location, generally in a business park or a port facility. In addition to Magnet sites, the ASF allows grantees to establish additional sites geared towards specific companies either as a “Subzone” or a “Usage-Driven” site. These sites enable grantees to locate zone designation where companies’ needs actually arise. By bringing zone designation to firms, Subzones/Usage-Driven sites help grantees respond to growth opportunities in the local economy and diminish the need to try to anticipate where future activity may occur. A Subzone (or Usage-Driven site) under the ASF can be added, removed, or modified using a quick and simple minor action rather than the longer and more complex reorganization/expansion or Subzone application process that is required under the Traditional Site Framework.

Under the ASF, any Magnet, Subzone or Usage-Driven site designated under the ASF are subject to sunset time limits that automatically remove the FTZ designation if no FTZ activation/activity had occurred within a specified period. The ASF allows for the possible exemption of one Magnet site from the “sunset” time limits that generally apply to sites under the ASF. The standard sunset limit for Magnet sites is five years; for Subzone and Usage-Driven sites, the sunset period is three years. The sunset mechanism helps to ensure that FTZ designation is retained only at locations that are actually being used for FTZ activity, and it is neutral and equitable for all affected parties. FTZ activity at a Magnet/Usage-Driven site or Subzone during the sunset period resets the sunset date for an additional five (5) years for Magnet sites or an additional three (3) years for Usage-Driven sites or Subzones.

“Transitional Phase” is an initial period allowed for any grantee with more than six existing sites (the general goal for maximum number of Magnet sites under the ASF). The Transitional Phase

enables a grantee to bring any number of existing FTZ sites into the ASF as Magnet sites without having to justify exceeding the ASF's general goals. "Sunset" limits (with a five-year default period) would result in the automatic removal of sites which had not been used during the Transitional Phase.

Requests to Expand Existing ASF Service Areas: If your zone has already been reorganized under the ASF and you now are simply looking to expand your approved Service Area, you will only need to complete Questions 1, 2, 3 and 10 in Part One of this application format.

Inclusion of Pre-Existing Subzones: Any subzones of your zone that were approved prior to the ASF reorganization ordinarily do not need to be listed or included in any way in the ASF reorganization application. The exception would be where – due to specific circumstances – the grantee needs to make a pre-existing subzone subject to the overall zone's activation limit. Please contact the FTZ Staff if you need further guidance on this point.

Major Steps in Drafting Your ASF Application:

Step # 1: Define the geographic "Service Area" your zone will serve.

The most straightforward approach to a Service Area for many grantees would be to name the counties in which they intend to be able to propose FTZ sites. Once approved under the ASF, your zone could then serve sites throughout the Service Area based on operator/user needs for FTZ designation. Any proposed Service Area must be consistent with the state enabling legislation and the grantee organization's charter and comply with the "adjacency" requirement of the FTZ Board's regulations – within 60 miles/90 minutes driving time from CBP Port of Entry boundaries. (Note that if there are other FTZs in your CBP Port of Entry, the FTZ Board's evaluation of your proposal may involve questions of the "convenience of commerce" -- 19 U.S.C. 81b(b).)

Step # 2: Indicate specific FTZ sites to be served initially by your FTZ.

Magnet sites: At the time that you reorganize your FTZ under the ASF, you will detail any specific Magnet sites proposed for your zone. Although there is a general long-term goal for each zone of no more than six Magnet sites, a grantee can propose Magnet designation for more than six existing sites during an initial Transitional Phase. At the end of the Transitional Phase, a standard "sunset" test would remove sites which had not been used for FTZ activity.

New Subzone/Usage-Driven sites (optional at time of reorganization): If you have one or more specific companies ready to pursue the use of FTZ procedures, you can also request Subzone or Usage-Driven designation(s) at the time of your reorganization. Otherwise, you will be able to use a simple minor boundary modification (MBM) mechanism to designate Subzones/Usage-Driven sites at any point after approval of your ASF reorganization application.

Submission of Applications

Pre-Docketing Submission. Applicants shall submit a single complete copy of an application for pre-docketing review. The complete copy must include all required answers and documents, including the application letter and resolution. The application can be submitted via e-mail (ftz@trade.gov). The FTZ Board's staff will review the pre-docketing submission within 30 days and will notify the applicant either to submit the final application or to correct deficiencies.

Format of Final Version of Application. Hard copies of the final version of your application can be stapled or - if the application is too thick to be stapled - submitted in a three-ring binder (not spiral-bound). Use of a three-ring binder greatly facilitates replacement of pages, when necessary.

Final Submission. Please submit the original and one paper copy of the application plus an electronic copy (Adobe PDF format preferred). If you cannot submit a PDF-format copy, you may submit a MS Word-format copy. Note that, in either case, the electronic copy must include color maps and scans of the signed versions of all letters.

Filing Fees. The FTZ Regulations (§400.29(b)(3)) require a \$1,600 filing fee for an "Expansion application". The currently dated check should be made payable to "U.S. Department of Commerce ITA." The Federal Tax ID number is 91-2014781.

Timeframe for FTZ Board to process request. Under the FTZ Board's regulations, the ordinary timeframe to process an application to reorganize or expand a zone is ten (10) months from the date of docketing. If the zone is simply reorganizing under the ASF (no designation of new FTZ space), the ordinary timeframe is shortened by 75 days.

If you have questions on any aspect of the application process, do not hesitate to contact the FTZ Staff at (202) 482-2862.

Alternative Site Framework
Application for Reorganization/Expansion of Existing FTZ

PART ONE: GENERAL INFORMATION

APPLICATION LETTER

1. The core of the application is a letter from the grantee that summarizes the application and transmits the full application (this format with attachments) to the FTZ Board. The letter should summarize the authority being requested, the proposed zone sites and facilities, and how the proposed reorganization/expansion would meet a demonstrated need for FTZ services. If you are proposing to add new sites, they should be discussed specifically in the letter including explaining how they would meet a demonstrated need for FTZ services. The letter should be dated within six months prior to the submission of the application and signed by an authorized officer of the grantee corporation (see Question 11 under "Legal Authority for the Application" below).

[Your Application Letter will be attached as the cover letter to your application document.]

PROPOSED SERVICE AREA

2. To define the Service Area for your FTZ, name the counties/localities in which you propose to be able to request designation of FTZ sites in the future. Explain how the Service Area complies with:
 - the "adjacency" requirement of the FTZ Board's regulations (within 60 miles or 90 minutes' driving time from the outer limits of your CBP Port of Entry);
 - the state enabling legislation relevant to FTZs; and,
 - the relevant sections of the grantee's charter or organization papers.

(If your zone was not the first FTZ established for your CBP Port of Entry, contact the FTZ Staff for guidance on additional points to address pertaining to your proposed Service Area.)

Separately, in an attachment called "Service Area Correspondence," please include documentation of support from each county in your proposed Service Area (using the standard language provided in the relevant "Sample Service Area Concurrence Letter" on the FTZ Board web site). Alternatively, you may provide evidence that you have contacted the counties/jurisdictions in the proposed service area (using the standard language provided in the "Sample Service Area Notification letter") by attaching a signed copy of the letter along with evidence of transmittal. If your focus is less broad than a county-wide level, support may instead be documented from the appropriate sub-county jurisdiction(s). Also, if your proposed Service Area includes any partial jurisdiction(s), provide a map(s) clearly showing in red the line dividing the portions of the jurisdiction(s) inside and outside the Service Area. You may also provide an optional map of the proposed Service Area with proposed boundaries outlined in red.

[Answer to text portion of Question 2 goes here. The "Service Area Correspondence" attachment will follow your answers to Part One of the application.]

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INFORMATION ON NEW OR MODIFIED ZONE SITES (IF APPLICABLE)

6. You only need to fill in the table below if there are 1) new sites that you are proposing for your FTZ or 2) existing sites that you propose to modify in any way. All new or modified sites should be included in this table (whether they are proposed for Magnet or Subzone or Usage-Driven designation). Add additional rows to the table, as needed. Here is a description of the information to fill in about each site:

- Site Identification -- For a modification to an existing site, this will be the number already assigned to the site by the FTZ Board (as reflected in the FTZ Board’s documents to you). For any new Magnet or Usage-Driven site, use new numbers for wholly new sites. For any new Subzone, use a new letter to indicate the proposed Subzone. (If your zone already has designated Subzones, use the next available letter.)
- Change to Site -- Fill in this field as follows:
 - If the site being proposed will be entirely new, indicate “New.”
 - If the site already exists in your zone and you are proposing to remove it, indicate “Remove.”
 - If the site already exists in your zone and you propose to retain the site but with modified site boundaries, indicate “Modify.”
 - If the site already exists in your zone and you are simply proposing to renumber it, indicate “Renumber” followed by the new number for the site (for example, “Renumber to Site 5”).
- Basic Description of Site and Address -- This is the name (for example, the Acme Industrial Park) and the street address (or similar indicator) that is the primary indication of the site’s physical location. For an existing site that you are modifying or removing, if the name and address remain the same as listed in the table in Question 4 above, simply indicate “Same as Existing.”
- Acreage within Proposed Site Boundaries -- Indicate the number of acres within the proposed (rather than existing) boundaries of the site.

Site Identification	Change to Site	Basic Description of Site and Address	Acreage within Proposed Site Boundaries

SUMMARY OF PROPOSED ZONE STRUCTURE

7. In the table below, list all sites (both Magnet and Subzone/Usage-Driven) that you are proposing for inclusion as part of your FTZ under the ASF at this time. (Note that this list will not include any pre-existing Subzone of your zone, unless you have a specific reason to fold such a Subzone into the ASF. Contact the FTZ Staff for guidance on this point, as needed).

Add additional rows to the table, as needed. Here is a description of the basic information you will need to provide about each site:

- Site Identification -- This number or letter associated with a site should match the information you provided in the tables for Questions 4 and 5 above.
- Site Category -- For sites you are retaining or proposing, indicate “Magnet” or “Subzone” or “Usage-Driven” designation, as appropriate.
- Acreage within Site Boundaries -- Indicate the number of acres within the boundaries of each site proposed as part of your future zone structure. For existing sites that are not being modified, this figure should match the acreage indicated for the site in the table for Question 4 above. For new or modified sites or Subzones, this figure should match the acreage indicated for the site in the table for Question 5 above.

Site Identification	Site Category	Acreage within Site Boundaries

8. Please explain the circumstances (including reference to the specific site number(s)) if you are proposing to remove or renumber any existing site(s):

[Answer to Question 8 goes here, if applicable.]

9. For any current and future sites (including Subzones) of your zone, confirm that you commit to working with U.S. Customs and Border Protection (CBP), as appropriate, to meet current and future CBP automated-systems requirements (such as ACE) and to meet any CBP security requirements related to activation?

[Answer to Question 9 goes here.]

OTHER REQUESTS (OPTIONAL)

The following two questions relate to optional flexibility that is possible for some Magnet sites. You may put “N/A” in response to each of these questions unless you are requesting the specific flexibility they address (in which case you will need to provide detailed response(s)).

10. Provide responses regarding the following optional requests, if applicable:

- a. There is a default sunset period of five years for each designated Magnet site in a zone reorganized under the ASF. The ASF allows for a grantee to request a possible exemption from the sunset limits for one Magnet site. If you would like to request an exemption from the sunset limits for one of your Magnet sites, indicate the site number and describe in detail why this site was chosen for permanent status. Key considerations would be the publicly owned nature of a site and public processes leading to the site's selection.

[Answer to Question 10a goes here, if applicable.]

- b. If you believe that a sunset period of longer than five years is justified for one or more specific Magnet sites, provide separately for each such site a detailed description of the specific circumstances that you believe justify a sunset period of longer than five years for the site in question.

[Answer to Question 10b goes here, if applicable.]

LEGAL AUTHORITY FOR THE APPLICATION

11. In an attachment called "Legal Authority for Application," provide the following documents:

- a. a current copy of the state enabling legislation regarding FTZs.
- b. a copy of the relevant sections of the grantee's charter or organization papers. For non-public grantees, please provide evidence of the organization's current legal standing with the state. This can include a letter or documentation from an appropriate state official or from the state's official website.
- c. a certified copy of a resolution of the applicant's governing body specific to the application authorizing the official signing the application letter. The resolution must be dated no more than six (6) months prior to the submission of the application. The resolution should indicate the nature of the application.

[The "Legal Authority for Application" attachment will follow your answers to Part One of the application.]

Alternative Site Framework
Application for Reorganization/Expansion of Existing FTZ

PART TWO -- SITE-SPECIFIC INFORMATION FOR SUBZONES OR USAGE-DRIVEN SITES (where applicable)

IMPORTANT: Under the ASF, you (the grantee) will be able to request designation of Subzones (or Usage-Driven sites) throughout your approved Service Area at any time. **You will only need to complete this section as part of your reorganization application if you are proposing Subzone (or Usage-Driven) designation for specific sites at this time.** (Such sites could either be sites that have not already been designated by the FTZ Board or sites already designated for your FTZ that have only been used over time by one operator/user and that you therefore believe are appropriate -- either wholly or only in part -- for Subzone or Usage-Driven designation.)

This section should be filled out separately for each proposed Subzone or Usage-Driven site in a manner consistent with the instructions below. Attach any documents needed for Items 8 and 9 (and Item 10, if applicable) directly behind the copy of this section for each site.

Different portions of Part Two will need to be completed depending on the circumstances of a site for which you are proposing Subzone or Usage-Driven designation:

- **Maintain Existing Site Boundaries:** For an existing site that you are proposing either Subzone or Usage-Driven designation but which does not need its boundaries modified (for example, a warehouse building already occupied by a third-party logistics provider), you will only need to answer Questions 1 through 6 below.
- **Reduce Existing Site Boundary(ies):** For an existing site that you are proposing to modify in a way that simply reduces one or more of the site's existing boundaries, you will only need to answer Questions 1 through 6 plus provide the site map requested in Question 9 below.
- **Expand Existing Site Boundary(ies):** For an existing site that you are proposing to modify in a way that would expand any of the site's existing boundaries, you will need to answer all questions in Part Two.
- **New Subzone/Usage-Driven Site:** For a new Subzone or Usage-Driven site, you will need to answer all questions in Part Two.

QUESTIONS

1. Indicate the site identification: _____. This letter/number should tie to your site table in Questions 6 and 7 in Part One of the application.
2. List the site's address, including the jurisdiction in which the site falls (town, city, county), and explain how the site is within the grantee's Service Area.

3. List the site's proposed acreage _____.
4. If applicable, describe how the site relates to any existing site (permanent or temporary) and explain the circumstances.
5. Indicate the company for which the site will be designated and the company's planned activities (for example, distribution or production activities and types of products involved).
6. Confirm that FTZ designation or the use of FTZ procedures is not a requirement or a precondition for future activity or construction at the site.
7. Describe the type of site (for example, warehouse building), the current zoning, and existing and planned buildings (including square footage). (Note: Sites (or areas within a site) with inappropriate zoning – such as agricultural, retail, or residential – are not eligible for FTZ status and should not be proposed in any application.)
8. List the owner(s). (If a site(s) is not owned by the grantee or the company planning to use the site(s) – as named in response to Question 5 above – then provide a "Site Ownership" attachment with documentation demonstrating the right to use the site. Such evidence could be a signed letter from the proposed operator on its letterhead attesting to its right to use the property or a letter of concurrence from the owner of the new site.)

Attach the documents listed below (Item 9, plus Item 10 where applicable).

9. A clear and detailed site map showing existing and planned structures. The site boundaries must be outlined clearly **in red**. Note that if streets or similar landmarks are not legible on the site map, you will also need to provide a detailed street map with the proposed site's boundaries **in red**. Any map should be no larger than letter-sized (8 ½" x 11") and clearly labeled, with legends provided for any markings.
10. If your state (such as TX, KY, AZ) has one or more taxes for which collections will be affected by the proposed FTZ designation of the new site:
 - attach an explanation of the specific local taxes that will be affected; and,
 - attach correspondence from the affected parties (such as a local school board) indicating their concurrence (or non-objection) regarding the proposed FTZ designation.

Alternative Site Framework
Application for Reorganization/Expansion of Existing FTZ

PART THREE -- JUSTIFICATION FOR NEW OR EXPANDED MAGNET SITES (if applicable)

You will only need to complete this part if you are proposing new or expanded Magnet sites. If you are only proposing to modify (remove acreage) from existing sites, you will only have to complete Part Four.

1. Explain in detail the need for each new or expanded Magnet site to provide FTZ services to the community, including specific expressions of interest from proposed zone users. Address the degree to which each site may duplicate types of facilities at other proposed or existing sites in the zone.
2. Why would your zone be unable to meet businesses' needs for FTZ services even though your zone has existing Magnet FTZ sites (as applicable) and the ASF enables rapid, simple designation of Subzones (or Usage-Driven sites) to serve future zone users throughout the Service Area?

(If you are proposing new Magnet sites that would result in exceeding the ASF's goal of six or fewer Magnet sites per grantee, also explain why your zone cannot otherwise serve businesses' needs for FTZ services. That explanation should address why six Magnet sites would be inadequate to meet businesses' needs, particularly given the ready availability of Subzone or Usage-Driven designation for any company ready to use FTZ procedures throughout your Service Area.)

[Answer to Question 2 goes here.]

3. Describe in detail the grantee's process for selecting each new site (or expansion of an existing site) for which Magnet designation is proposed. Discuss the criteria applied in that process and how those criteria relate to the local economic development plans. Indicate the public entities involved in the site-selection process.

[Answer to Question 3 goes here.]

4. In a "General Map(s)" attachment, provide one or more maps showing 1) the modified/new sites in a regional context and 2) the modified/new sites in relation to your existing FTZ sites. The maps must be legible and letter-sized (8 ½" x 11").

[Attach the map(s) requested above in a "General Maps" attachment.]

Alternative Site Framework
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**PART FOUR -- SITE-SPECIFIC INFORMATION FOR NEW/EXPANDED/MODIFIED
MAGNET SITES (if applicable)**

This section should be filled out separately for each new site and each site for which you propose expanded boundary(ies). Attach any documents needed for Questions M14 and M15 (and M16, if applicable) directly behind the copy of this section for each site.

Different portions of Part Four will need to be completed depending on the situation:

- New Site: For a new site (that is, a site that has not already been designated for your zone by the FTZ Board), you will need to answer all questions in Part Four.
- Reduce Existing Site Boundary(ies): For an existing site that you are proposing to modify in a way that simply reduces one or more of the site's existing boundaries, you will only need to answer Questions 1 through 4 plus provide an updated site map as detailed in Question 15 below.
- Expand Existing Site Boundary(ies): For an existing site that you are proposing to modify in a way that would expand any of the site's existing boundaries, you will need to answer all questions in Part Four.

QUESTIONS

1. Indicate the site's distinct identifying number: _____. This number should tie to your site table in Question 7 in Part One of the application.
2. List the site's address, including the jurisdiction in which the site falls (town, city, county):
3. List the total acreage within the proposed site's boundaries: _____.
4. If applicable, describe how the site relates to any existing site (permanent or temporary) and explain the circumstances.
5. Indicate the type of site (port, industrial park, warehouse complex) and its current zoning. Where applicable, provide a summary description of the larger project of which the site is a part, including type, size, location and address. (Note: Sites (or areas within a site) with inappropriate zoning – such as agricultural, retail, or residential – are not eligible for FTZ status and should not be proposed in any application.)

6. Describe the proposed site's (or expanded portion's):
 - existing and planned buildings (including square footage)
 - existing and planned activities
 - whether the site is master planned
 - projected timetable for construction and activation
 - possibilities and plans for future expansion
7. List the companies that currently occupy the site (or expanded portion):
8. Briefly describe the transportation infrastructure serving the site, including its ties to the broader regional/national transportation system.
9. Briefly describe the physical security measures that will be used for the proposed site (or expanded portion) in order to meet CBP requirements.
10. Explain how the site will be general purpose in nature (in other words, will accommodate multiple companies' use).
11. Confirm that FTZ designation or the use of FTZ procedures is not a requirement or a precondition for future activity or construction at the site.
12. List the owner(s). (If the site is not owned by the grantee, then provide a "Site Ownership" attachment with a letter of concurrence from the property owner(s).)

Attach each of the documents listed below (Items 13 and 14, plus 15 where applicable).

13. A clear and detailed site map showing existing and planned structures. The site boundaries must be outlined clearly **in red**. Note that if streets or similar landmarks are not legible on the site map, you will also need to provide a detailed street map with the proposed site's boundaries **in red**. Any map should be no larger than letter-sized (8 ½" x 11") and clearly labeled, with legends provided for any markings.
14. Signed letters of intent on letterhead from firms considered prime prospects for use of this particular site (or expanded portion).
15. If your state (such as TX, KY, AZ) has one or more taxes for which collections will be affected by the proposed FTZ designation of the new site:

- attach an explanation of the specific local taxes that will be affected; and,
- attach correspondence from all affected parties (such as a local school board) indicating their concurrence (or non-objection) regarding the proposed FTZ designation.