



APPLICATION PACKAGE

FTZ 281

Thank you for your interest in applying for FTZ status with FTZ 281. Companies conducting import and export activities at a warehouse located within the boundaries of FTZ 281 may be eligible for FTZ status. PortMiami, a department of Miami-Dade County, is the Grantee of FTZ 281. Through this application process, PortMiami is able to request the designation of your property as an FTZ site to the Foreign-Trade Zones Board (the "FTZ Board"). Upon approval from the FTZ Board, you may seek activation of your site with U.S. Customs and Border Protection (CBP) to become your own FTZ operator.

Being an FTZ Operator offers many advantages, such as re-exporting goods duty-free or deferring the payment of duties until goods enter U.S. consumption. Goods may be stored at the approved site for an unlimited period, manufactured, cleaned, destroyed, and/or assembled. Manufacturing and assembly may require further approval.

FTZ Status may improve your cash flow and global competitiveness, allow you to expand your business, and offer a more efficient customs process.

There are **two phases** in the application process:

- I. FTZ Site Designation
- II. FTZ Site Activation

I. FTZ Site Designation

The first step consists in obtaining designation of your property as an FTZ Site. Any application for FTZ status within the boundaries of FTZ 281 must be processed through the Grantee, PortMiami, who will apply on your behalf to the FTZ Board.

Please refer to the next section "How to apply?" for a checklist and instructions on the documents to be filled out and submitted to PortMiami. Documents and inquiries may be sent to FTZ281@miamidade.gov.

Once the application package is complete, PortMiami will request approval and site designation from the FTZ Board. The FTZ Board has a 30-day review period. Upon approval, a site number will be assigned to the property.

II. FTZ Site Activation

With the FTZ Board approval and the fully executed FTZ Site Operator Agreement, PortMiami will provide a Grantee concurrence letter, allowing the new site to seek activation with CBP. FTZ merchandise processing is not allowed until activation is granted by CBP.

Please contact the local U.S. Customs & Border Protection Office for a list of documents and requirements regarding the Activation application at MIAMIWIT@CBP.DHS.GOV. The office is located at 1500 Port Boulevard, Miami, FL 33132.

FOREIGN TRADE ZONE 281 PORT MIAMI

FTZ 281 PROCESS

APPLICATION

- Application Form
- Site Maps
- Property Owner Right-to-use Letter
- Billing Contact Information
- \$2,500 Application Fee
- Signed FTZ Site Operator Agreement and Exhibits

- Pay the Annual Fee in January of each calendar year (Active or Non-Active)
- Complete the Annual Report before March 1st of each calendar year
- Inform PortMiami of any site changes within 30 days of occurrence

FTZ OPERATOR'S OBLIGATIONS

CBP CONCURRENCE

PortMiami to request concurrence from CBP

\$6,500 Active Site Fee is billed upon site's activation (prorated to the end of the calendar year)

CBP provides Concurrence Letter

THE SITE IS ACTIVATED

FTZ BOARD DESIGNATION

PortMiami to submit the completed application to the FTZ Board

CBP inspects the facility, approves the site's activation and provides FIRMS Code

FTZ Board approves the site's designation and provides the site number

Site Operator applies for Site Activation with CBP

CBP ACTIVATION

THE SITE IS DESIGNATED

- FTZ Board Approval Letter
- Fully Executed FTZ Site Operator Agreement

- PortMiami provides the Grantee's Concurrence Letter
- \$2,500 Non-Active Site Fee is billed upon site's designation (prorated to the end of the calendar year)

How to apply?

In order to be processed, the application must include the Minor Boundary Modification (MBM) form with the required attachments, the FTZ Site Operator Agreement filled, signed and notarized properly, payment of the \$2,500 application fee, and the company's full contact and billing information.

FTZ applications may be emailed to FTZ281@miamidade.gov

☐ **FTZ MBM Form**

- ☐ Fill out the **Minor Boundary Modification (MBM) form**
- ☐ Attach the **right-to-use letter**, as required in Question 9 of the MBM Form
- ☐ Attach a **clear legible map** of property location with site outlined in red, and street names visible, as required in Question 10

The CBP Concurrence letter required in Question 11 will be requested on your behalf by PortMiami. Question 12 is not applicable to Florida, so please reply "N/A".

☐ **Application Fee**

- ☐ \$2,500.00 application fee (see "Billing Instructions" section)

☐ **Contact Information**

- ☐ Please fill out and return the contact form

☐ **FTZ Site Operator Agreement**

- ☐ Fill out agreement thoroughly, but DO NOT fill out:
 - o Date and Site No. on Page 2,
 - o Miami-Dade County Signature Block and Legal Sufficiency on Page 16
- ☐ Page 16: Company Representative's legible name, title, signature in **blue ink**, and corporate seal

Exhibits

- ☐ Exhibit 1:
 - o Clear and legible map of property location (may be the same from application form)
 - o Full Legal Description
- ☐ Exhibit 2:
 - o Company Representative's legible name, title, signature in **blue ink**, and corporate seal
 - o Notary Seal
- ☐ Exhibit 3:
 - o Property Owner's legible name, title, signature in **blue ink**, and corporate seal
 - o Notary Seal

! Please provide corporate seal & please attach documentation proving that the employee signing as the company representative has authority to sign. This applies to both Exhibits 2 and 3 for the Company Representative and the Property Owner.

FTZ Operator's Obligations

Fees

FTZ Fees are listed in the Seaport Tariff, included in this package. Besides the FTZ Application Fee, approved sites are subject to FTZ Annual Fees. Annual Fees are due in advance and are generally invoiced to all designated site operators in January of each calendar year. Payment is due within 30 days of receipt. The amount of the fee is based on the site's status at the time of invoicing (Active or Non-Active).

Annual Fees start upon the designation of a new site by the FTZ Board and are prorated for the remainder of the calendar year. Upon site activation by CBP, site operators must pay the Active Site Fee, also prorated for the remainder of the calendar year. If operators have previously paid a Non-Active Annual Fee in the same calendar year, the balance of the previously paid Non-Active Annual Fee for the remaining months will be deducted.

Termination of a site must be requested no later than December 1st of the previous calendar year to waive the Annual Fee at the beginning of the calendar year.

Sunset Period

Starting on the date of the site designation and approval by the FTZ Board, the operator is granted a period of three years, called a "Sunset Period", during which the site must be activated and have had processed FTZ merchandise or it will be automatically terminated on the Sunset date.

Annual Report

As a requirement of the FTZ Board, operators must complete an Annual Report in the beginning of each Calendar Year to report all FTZ activity that occurred within the site during the previous calendar year. Only activated sites must meet this requirement. Annual Reports are submitted online on the Online FTZ Information System (OFIS) at <https://enforcement.trade.gov/ftzpage/letters/OFIS.html>. Detailed information on the Annual Report are emailed to the operator at the beginning of the Calendar Year.

Notices

The operator is responsible for informing the Grantee, PortMiami, of all events affecting the FTZ Site within 30 days of occurrence. Events may include, and are not limited to, activation approved by CBP, deactivation of the site approved by CBP, change in company ownership, change in company's legal name, and change in contact information.

Contact Form

Please use this form to inform PortMiami, a department of Miami-Dade County, Grantee of FTZ 281 (the "Grantee"), of any changes in the FTZ Operator's contact information. Please note that it is the responsibility of the Operator to inform the Grantee of any new contact information, and the Grantee, PortMiami or Miami-Dade County shall not be held accountable if an invoice or notice was sent to the wrong physical or email address. The Grantee will use the provided contact information to send notices and invoices, therefore, it is important to keep it up-to-date to avoid any penalty fees, as established in the Seaport Tariff No. 010.

Please provide a contact to receive **general information** about the administration of FTZ 281 (including, but not limited to, notices regarding the mandatory annual reports, changes to the FTZ fees, penalty fees, and amendments to the FTZ Site Operator Agreement). The notices are usually sent by email.

Company Name: _____
Full Name of Main Contact: _____
Title: _____
Address: _____
City: _____
Zip Code: _____
Phone Number: _____
Email Address: _____

Please provide a contact for **billing purposes** (to receive invoices – application fees, annual fees, penalty fees). Currently, the invoices are sent by email, and can only be sent to one recipient.

Company Name: _____
Full Name of Main Contact: _____
Title: _____
Address: _____
City: _____
Zip Code: _____
Phone Number: _____
Email Address: _____

Please fill out and return this form with the FTZ application, and send a form each time you wish to update your contact information at FTZ281@miamidade.gov

Billing Instructions

Online Payment (PortMiami)

- Click on the following link:
<https://wwwx.miamidade.gov/Apps/Seaport/webreg/Memberslogin.aspx?Apps=SBSWEB>
- First time users need to go to new user (on top) and complete the registration form. You will need your Company Id # (XXXX), and Signature # (XXXX).
- Create a username and password.
- A confirmation e-mail will be sent to the registered e-mail you provided on the registration. Please click on the link included in the email and enter your username and password.

Payment by Wire / ACH Transfer

INCOMING WIRE INSTRUCTIONS:

Bank Name: WELLS FARGO BANK, N.A.
Street: 10401 Deerwood Park Blvd., Building # 1
City: Jacksonville, FL 32256
ABA#: 121000248
Account#: 2696206696688
Tax ID#: 59-6000573

INCOMING ACH INSTRUCTIONS:

Bank Name: WELLS FARGO BANK, N.A.
Street: 10401 Deerwood Park Blvd., Building # 1
City: Jacksonville, FL 32256
ABA#: 121000248
Acct#: 2696206696688
Tax ID#: 59-6000573

Payment by Check or Money Order

A check payable to MIAMI-DADE COUNTY may be mailed to the following address:

PortMiami,
1015 North America Way, Suite 200
Miami, FL 33132

Please ensure the invoice number is included as a reference.

Alternative Site Framework

APPLICATION FOR SUBZONE OR USAGE-DRIVEN DESIGNATION ("MINOR BOUNDARY MODIFICATION")

NOTE: This format is only for a Minor Boundary Modification (MBM) to propose a "Subzone" or "Usage-Driven" site(s) under the Alternative Site Framework (ASF).

INSTRUCTIONS

General: The actual submitted request may take the form of a letter from the grantee requesting approval and answering each question listed below. Alternatively, the request may include a cover letter from the grantee identifying the specific Subzone/Usage-Driven site for which it is requesting approval and then a separate document answering the questions below. Leave each question in place (including its number) and provide your response directly below each question.

Subzone versus Usage-Driven Designation: Under the FTZ Board's regulations (§400.24(c)), a grantee can request designation of a site(s) as a subzone that qualifies for usage-driven status, where warranted by the circumstances and so long as the subzone activity remains subject to the activation limit for the zone in question. As with usage-driven sites, subzone sites designated under this process will be subject to the standard three-year sunset provision.

Sites versus Parcels: A "site" is comprised 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 meet that definition, they must be treated as separate sites.

Submitted Request Must Be Complete: Submitted MBM requests must be complete – with the sole allowable exception of any comments from U.S. Customs and Border Protection (CBP), if necessary. Incomplete submitted requests or documents submitted separately will be returned to the sender. The FTZ Staff cannot assemble complete requests from individual elements submitted separately.

If a letter from CBP is not included, a copy of your request must be provided to CBP no later than when the request is submitted to our office (see section 400.38(a) of the FTZ Board's regulations). When providing the copy to CBP, you can note that the regulations provide CBP with 20 days to submit comment

Submission of Completed Application: Submit the final application by email (ftz@trade.gov) (Adobe PDF format preferred; you may use MS Word format if you are unable to submit PDF). The application must include color maps and signed versions of all letters.

Timing: Under the FTZ Board's regulations, the ordinary timeframe to process MBM requests is within 30 days of the FTZ Staff having received a complete request. Timing will depend on receipt of CBP's comments on the request.

Alternative Site Framework

**APPLICATION FOR SUBZONE OR USAGE-DRIVEN
DESIGNATION ("MINOR BOUNDARY MODIFICATION")****QUESTIONS**

1. Please mark the appropriate space below to indicate whether you are requesting "Subzone" or "Usage-Driven" designation for the proposed site(s):

_____ Subzone _____ Usage-Driven _____ GPZ Within a Magnet Site

2. List the address of the site(s), including the jurisdiction in which the site(s) falls (town, city, county).

3. Explain how the proposed site(s) is within the grantee's approved ASF service area.

4. State the proposed acreage of the site(s).

5. Indicate the company for which the site(s) will be designated.

6. Provide a summary of the company's planned activities.

7. Indicate the current zoning and the existing and planned buildings (including square footage) for the site(s). (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 MBM request.)

8. 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(s).

9. 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 "Right to Use" attachment with documentation demonstrating the right to use the site(s). 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 proposed site(s).)

ATTACHMENTS

Attach the documents listed below (Items 10 and 11, plus Item 12 if applicable) directly behind the text of your request.

10. 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 1/2" x 11") and clearly labeled, with legends provided for any markings.

Attached

11. Comments from U.S. Customs and Border Protection (CBP): The grantee generally should provide comments from CBP with the submitted request. Alternatively, the grantee may provide a copy of the request to CBP at the time the request is submitted to the FTZ Board, in which case the grantee should also communicate with CBP regarding the 20-day timeframe in the FTZ Board's regulations for CBP to provide comments to the FTZ Board.

Attached

12. 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(s), please attach all of the following:

- A. An explanation of the specific local taxes that will be affected;
- B. A stand-alone letter that:
 - Lists all of the affected parties;
 - Includes a statement below the list certifying that this is a complete list of all parties that would be affected by this particular request; and,
 - Is signed by an official of the grantee organization.
- C. Correspondence from all of the affected parties (such as a local school board) indicating their concurrence (or non-objection) regarding the proposed FTZ designation.

N/A