



APPLICATION PROCESS

**Process for Obtaining Sponsorship for Applications to the FTZ Board
(Applies to Sub zones, MBM's, 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 7-10 working days):
 - 1. Operator Agreement.
 - 2. Tariff schedule.
 - 3. Invoice for Application Fee (due when the application is submitted to the 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 contact:
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ZONE FEE SCHEDULE

- A. **Application Fees.**
In order for any Sub zone or expansion site to become a Zone, the applicant firm must submit a request to the Grantee's Administrator along with the application fee. If approved, the applicant will pay a fee to the Administrator of \$10,000 for each Sub zone, manufacturing request and expansion application and \$5,000 for each minor boundary modification. The fees to the Grantee will cover the costs of the Administrator performing the Grantee-related assistance for public support, letters, coordination of Grantee-related letters, resolutions, etc.
- B. **Activation Fees.**
Each application for activation shall pay an activation fee of \$5,500 to the Administrator to cover the administrative costs of activation assistance.
- C. **De-activation Fees.**
Because the Grantee (through the Administrator) may be responsible to monitor the correct de-activation proceedings of an Operator, a fee of \$3,000 will be assessed by the Administrator for any Zone site Operator or Sub zone that chooses to de-activate. This does not include temporary de-activation or alteration of a Zone site or Sub zone.
- D. **Annual Fees.**
Annual fees to the Administrator to offset the costs of administration and marketing:

(i) Sub zone or manufacturing Operator	\$10,000
(ii) General Purpose Operator	\$10,000
(iii) Airport property (GP Operator)	Each building or open storage yards/area activated will be charged \$3,750 per year up to a maximum of \$10,000 per Operator.
(iv) All approved but non-activated sites and/or companies located therein that request a certificate of verification from the Grantee certifying that the site is part of the approved Foreign-Trade Zone No. 100, shall pay \$2,000 annually to the Administrator.	
- E. **Payee**
All payments shall be made to "Greater Dayton Foreign Trade Zone, Inc."

Zone Fee Schedule

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