

**Foreign Trade Zone Application
City of Memphis and County of Shelby, Tennessee**

NOTICE: Please do not submit this application or attempt to complete the application until speaking with a representative from the Memphis and Shelby County Office of Economic Development. The application process requires that you first speak with a representative to ensure proper filing. For questions regarding this application or other related services, please call 901-576-7107.

Foreign Trade Zone

The Application

The instructions for preparing and submitting a foreign-trade zone application are described in the Foreign-Trade Zones Board Regulations (15 C.F.R. Part 400). Every application for a foreign-trade zone must contain the following five exhibits, along with a letter of transmittal and an executive summary. Supporting documentation for an application should also include letters of support from local, state and federal officials and from representatives of the business community (e.g., potential users of the zone).

- **Letter of Transmittal:**

A letter, bearing the corporate seal, signed and dated by an authorized officer of the grantee corporation. This letter requests approval of the application.

- **Executive Summary:**

Describes the corporation's legal authority to apply, the type of authority requested from the Board, the proposed zone site and description of the facilities, the project background, the relationship of the project to the community's and state's economic development plans, the plans for operating and financing the zone project, and any other additional pertinent information needed for a complete summary description.

- **Exhibit I (Legal Authority to Apply):**

Certified copy of state enabling legislation regarding FTZs, copy of pertinent sections of applicant's charter, copy of resolution authorizing the official signing the application.

- **Exhibit II (Site Description):**

Description of the proposed zone site, description of any larger project which the zone may be part of, a statement regarding the U.S. Customs port of entry adjacency requirement, description of facilities and services, existing and proposed sites, current activities, transportation services and facilities, and possibilities and plans for expansion.

- **Exhibit III (Operation and Financing):**

A statement of site ownership and applicant's right of use, a discussion of the operational plan, a brief explanation of provisions for physical security, a summary of plans for financing capital and operating costs, and the estimated time schedule for activation.

- **Exhibit IV (Economic Justification):**

A description of the community's overall economic goals and the role the zone project would have in attaining those goals, an economic profile of the community, a statement as to the role of the zone project and justification for the

proposed zone site, a discussion as to the anticipated economic impact of the zone project on the community, and a description of any proposed manufacturing process. The exhibit should also include an environmental impact statement and the acknowledgment that FTZ status does not exempt the applicant from any existing Federal, state or local environmental regulations.

- **Exhibit V (Maps):**

This should include a local state map (having street-level detail) indicating location of zone site, blueprints of the proposed site showing zone boundaries in red with dimensions and metes and bounds, and existing and proposed structures.

- Before filing the official application, a draft copy can be provided to the Executive Secretary of the FTZ Board for review. This step is not required but may avert problems, reveal deficiencies, and avert a delay in the processing of the application once it has been officially filed.

- **Submitting the Application**

Submit one original (with full-sized maps) and 12 copies (with letter-size reductions of maps) on 8-1/2" x 11" paper to the Secretary of Commerce, attention of:

**Foreign-Trade Zones Board
U.S. Department of Commerce
Pennsylvania Avenue & 14th Street, NW
Room 4008
Washington, DC 20230**

The telephone number for the FTZ Board is: (202) 482-2862