

FTZ #35

Application Process

- The prospective Operator completes the online application (located on PhilaPort's and CBP's website) and sends it to PhilaPort for initial review.
- Once reviewed, PhilaPort will draft a concurrence letter and send the application package to the FTZ Board. Once the application is docketed by the FTZ Board, PhilaPort will issue an invoice for the Application fee (\$500).
- Following the application being docketed, the Operator must schedule a site visit with CBP to gain consent for their proposed site to operate as an FTZ.
 - **Ideally, PhilaPort should be included in this site visit as well or the Operator must conduct a separate site visit with PhilaPort.**
- Following the initial site visit, CBP then drafts a concurrence letter for the FTZ Board.
- The FTZ Board reviews and decides on the application.
- If approved by the FTZ Board, the Operator and PhilaPort are both notified by the Board.
- Once approved by the FTZ board, the Operator can apply for activation with CBP when they see fit. The Operator must obtain a concurrence letter from PhilaPort to apply for activation. When PhilaPort drafts and sends a concurrence letter for Activation to the Operator, we will also issue an invoice for the Activation fee (\$250).
- While the Operator is working on activation with CBP, PhilaPort enters into an operating agreement with the Operator.
 - **This process takes a minimum of 30 days for signatures to be completed.**
- Once the agreements are fully executed and CBP confirms activation, PhilaPort will send the fully executed copy of the Operator's Agreement and the invoice for the Annual Fee, which is due to PhilaPort within 30 days of receipt.

PLEASE NOTE: IF AN OPERATOR IS REQUESTING PRODUCTION ACTIVITY, THIS PROCESS WILL ALSO BE A PART OF THE APPLICATION PROCESS.

Interested in FTZ #35? Contact: **Devin Toughill, Project & Foreign Trade Analyst**



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