

All Applicants for Letters of Non-Objection to Designation and/or Activation of a Foreign-Trade Zone Site from Harris County, Harris County Flood Control District, and Harris County Hospital District

Forms & Instructions ([Adobe Acrobat](#) is required)

Forms should be completed on-line and then printed for distribution.

See next page for links to forms.

Instructions for documents to be completed and submitted by Proposed Operator for Letter of Non-Objection from Harris County, Harris County Flood Control District, and Harris County Hospital District for Designation and/or Activation of a Foreign-Trade Zone Site

1. **Payment in Lieu of Taxes Agreement** (PILOT Agreement) – Fill in the blanks of this form, and then print and submit it together with the exhibits to Port of Houston Authority (Port). Information must be consistent with information furnished in all the Exhibits.
2. **Exhibit A: Contact Information** – Fill in blanks on form for Applicant.
3. **Exhibit B: Foreign Trade Zone Site Information and Legal Description Requirement** – Identify proposed FTZ Site on Exhibit B and attach legal description with metes and bounds. Can be from survey or deed(s) to the property. If multiple tracts, list each tract and attach its legal description for each tract.
4. Identify each survey or deed listed in Exhibit B and label the surveys/deed as Exhibit B-1, B-2, etc. in completed package.
5. **Exhibit C: Applicant's Tax Account Numbers, debts to Harris County and copy of Registration with Texas Secretary of State (if applicable)** – List all of Applicant's tax accounts within Harris County. Applicant should ensure that all County taxes are paid on a current basis. List all debts Applicant may have to Harris County.
6. Attach copy of Applicant's Registration with Texas Secretary of State and identify it as Exhibit C-1 in completed package.
7. **Exhibit D: Financial Condition of Applicant, Litigation Status with Harris County and Formation Document(s)** – Complete all questions on Exhibit D.
8. Attach copy of Applicant's Formation Document(s) and identify it as Exhibit D-1 in completed package.
9. **Exhibit E: Affidavit and Corporate Resolution, Articles of Organization or Other Applicable Document(s)**

10. Attach copy of the Applicant's Corporate Resolution, Articles of Organization or Other Applicable Document and identify it as Exhibit E-1 in completed package. The applicable Document authorizes the officer who will execute the PILOT Agreement to sign such a document on behalf of the Applicant.

The applicant will print and complete the PILOT Agreement with all Exhibits and required attachments, together with the signed and notarized affidavit.

Mail or hand deliver the complete package to:

**Foreign Trade Zone Administrator
Port of Houston Authority
P.O. Box 2562
Houston TX 77252-2562
Ph: 713-670-2487**

Do not submit partial packages, as an application cannot be processed until all of its contents have been provided.

Retain a copy of the entire package for your records.

The Port FTZ Administrator will forward this complete package, including the Foreign-Trade Zones Board application and any other information required by the Port to Harris County – Office of Economic Development (OED). OED will then request Harris County Commissioners Court to approve issuance of the Letter of Non-Objection.

If for any reason an application package is not complete when submitted to the Port, either the Port FTZ Administrator or the Office of Economic Development will contact the applicant to obtain the requisite information needed to complete the application.