

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 downloaded and completed electronically by filling in the blanks. The complete Agreement, all Exhibits, and all required documents must be incorporated into a single PDF package.

If you have multiple non-contiguous sites, submit a separate and complete application package for each site.

The completed PDF package should be emailed and/or printed for distribution. Email is preferred.

See the next page for links to forms.

Instructions for documents to be completed and submitted by the Proposed Operator for a 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, combine it with all exhibits and corresponding required documents into a single PDF package, obtain all signatures, and submit it to the Port of Houston Authority (Port). The information must be consistent with that furnished in all the Exhibits.
2. **Exhibit A: Contact Information**—Fill in the blanks on the form for the Applicant. If the Applicant does not own (in whole or in part) the real property of the proposed FTZ site, then the real property owner must also sign Exhibit A.
3. **Exhibit B: Foreign Trade Zone Site Information and Legal Description Requirement**—Identify the proposed FTZ Site on Exhibit B and attach the legal real property description with metes and bounds. This description can be from a survey or deed(s) to the property. If there are multiple tracts, list each tract and attach its legal description.
4. Identify each survey or deed listed in Exhibit B and label the surveys/deed as Exhibit B-1, B-2, etc., in the 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. The Applicant should ensure that all County taxes are paid on a current basis. List all debts the Applicant may have to Harris County.
6. Attach a copy of the Applicant's Registration with the Texas Secretary of State and identify it as Exhibit C-1 in the 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 a copy of the Applicant's Formation Document(s) and identify it as Exhibit D-1 in the completed package.
9. **Exhibit E: Affidavit and Corporate Resolution, Articles of Organization, or Other Applicable Document(s)** – Complete and notarize the form.
10. Attach a copy of the Applicant's Corporate Resolution, Articles of Organization, or Other Applicable Document and identify it as Exhibit E-1 in the completed package. The applicable Document authorizes the officer who will execute the PILOT Agreement to sign such a document on behalf of the Applicant.
11. **PDF file naming**—When submitting the complete PDF application package, please use the following naming convention:
HC FTZ PILOT Agreement-[enter company name and (date)].
Example: HC FTZ PILOT Agreement-ABC, Inc (07-22-2024)

The applicant must combine all completed forms (PILOT Agreement, all Exhibits, all required documents for each exhibit, and notarized affidavit) into a single PDF for distribution.

Email, deliver, or mail the complete package to:

Email (*complete single PDF*):

**Rina Lawrence
Economic Development Manager
Port Houston
rlawrence@porthouston.com**

Mail or Deliver (*hardcopy*):

**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. An application cannot be processed until all its contents are 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 the Port requires, to Harris County's Department of Economic Equity & Opportunity (DEEO). DEEO will then request that the Harris County Commissioners Court approve the 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 DEEO will contact the applicant to obtain the requisite information needed to complete the application.