

## Gold Shovel Ready Sites Submission Instructions

To submit a property for inclusion in the Gold Shovel Ready Sites Program, please follow the below steps. Note that there are no submission deadlines. Applications can be submitted at any time throughout the year.

- 1) Complete the attached submission form and gather the requested documentation. Assemble the form and documentation into a submittal “package” labeling the requested Exhibits and placing them in the order that they are requested.
- 2) Questions regarding the certification process can be directed to Jeci Casperson, Marketing Manager of New North at 920-336-3860 (office) or to [jcasperson@thenewnorth.com](mailto:jcasperson@thenewnorth.com).
- 3) See item #5. For questions regarding required documentation.
- 4) When your submittal is ready (with documents/files assembled), please submit a check for \$500, payable to New North along with your name, address, telephone number, and email information to:

New North  
600 N Adams Street  
Green Bay, WI 54307

### **Do not, at this point, include your submittal form or any of your documentation**

The submission form and fee of \$500 per site may cover one or multiple contiguous parcels.

Once your check has been received, you will be contacted with Dropbox information so that you can electronically submit your information to the appropriate Regional Planning Commission for site document verification.

- 5) Please make sure that your submittal is complete and organized before loading it to the Dropbox. If possible, provide the submittal form and all documentation as one digital folder. No hard copy documents will be accepted. The property location determines which Regional Planning Commission (RPC) receives your submission, identifies the county where the property is located and the appropriate RPC to send the submission. Questions regarding your submittal can be directed to your Regional Planning Commission at:



Josh Schedler  
[JSchedler@Baylakerpc.org](mailto:JSchedler@Baylakerpc.org)  
920-448-2820  
<http://www.baylakerpc.org/>

Bay-Lake RPC  
Brown  
Door  
Florence  
Kewaunee  
Manitowoc  
Marinette  
Oconto  
Sheboygan



Adam Pfefferle  
[apfefferle@ecwrpc.org](mailto:apfefferle@ecwrpc.org)  
920-751-4770  
<http://www.ecwrpc.org/>

ECWRPC  
Calumet  
Fond du Lac  
Green Lake  
Marquette  
Menominee  
Outagamie  
Shawano  
Waupaca  
Waushara  
Winnebago

- 6) The Regional Planning Commission will review your application for completeness. You will be notified of any deficiencies. You will also be notified once your submittal is approved. Please allow a maximum of ten business days for processing.
- 7) Once approved, your property will be entered in the State of Wisconsin's Locate in Wisconsin property database and flagged as being Gold Shovel Ready. New North will also market your site as Gold Shovel Ready.
- 8) If at any point you would like modifications made to your property information please contact your regional planning commission. Changes made to the files after initial approval will incur a \$150 processing fee which can be mailed to New North at the above address. There is also an optional annual renewal with a fee of \$150 due on the anniversary of either the certification date or date of last update, whichever is most recent.