**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 Barb LaMue, President & CEO of New North, Inc. at (920) 676-1960 (cell) or [barb.lamue@thenewnorth.com](mailto:barb.lamue@thenewnorth.com), or, Manny Vasquez, Vice President, Business Development, NAI Pfefferle & Pfefferle Companies at (920) 858-1075 or MannyV@naipfefferle.com.
3. When your submittal is ready (with documents/files assembled), please submit payment to New North, Inc. along with your name, address, telephone number, and email information to:

New North, Inc.

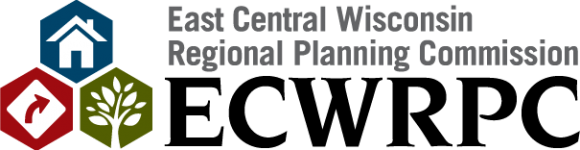
600 N Adams Street

Green Bay, WI 54301

1. You will be contacted with Dropbox information so that you can electronically submit your information to New North, Inc. and 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; identify the county where the property is located and reach out to the appropriate RPC. Questions regarding your submittal can be directed to your Regional Planning Commission at:





Nicole Barbiaux Adam Pfefferle

[nbarbiaux@Baylakerpc.org](mailto:nbarbiaux@Baylakerpc.org) [apfefferle@ecwrpc.org](mailto:apfefferle@ecwrpc.org)

920-448-2820 Ext. 104 920-751-4770

http://www.baylakerpc.org/ http://www.ecwrpc.org/

Bay-Lake RPC ECWRPC

Brown Calumet

Door Fond du Lac

Florence Green Lake

Kewaunee Marquette

Manitowoc Menominee

Marinette Outagamie

Oconto Shawano

Sheboygan Waupaca

Waushara

Winnebago

6) The Regional Planning Commission will review your application for completeness. You will be notified of any information that needs to be submitted. You will also be notified once your submittal is approved. Please allow a maximum of ten business days for processing.

1. 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.
2. If at any point you would like modifications made to your property information please contact New North. Changes made to the files after initial approval may include a fee of $150.00.