**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. Notify New North of your interest in the program – barbara.koldos@thenewnorth.com
2. New North will establish an online portal to place information.
3. Complete the attached submission form and gather the requested documentation. Please make sure your submittal is complete and organized before loading it to the online portal. If possible, provide the submittal form and all documentation as one digital folder. No hard copy documents will be accepted.
4. When submittal is ready, submit a check for $500, payable to New North to:

New North, Inc.

2740 W. Mason Street

Green Bay, WI 54303

1. Information is reviewed for completeness by New North. You will be notified of any information that needs to be submitted. You will also be notified once your submittal is approved, which typically takes 10 – 14 business days.
2. Once approved, your property will be entered in the State of Wisconsin’s Locate in Wisconsin property database, flagged as being Gold Shovel Ready on the New North website and marketed as a Gold Shovel Ready Site.
3. 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.
4. Questions regarding the certification process can be directed to Barbara Koldos, Vice President, Business Development at barbara.koldos@thenewnorth.com.