

## **Momentum West 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. Questions regarding your submission can be directed to Steve Jahn, Executive Director of Momentum West at 715-874-4673 (office), 715-308-4800 (cell phone), or [steve@momentumwest.org](mailto:steve@momentumwest.org).
- 2) When your submittal is complete, please contact Lisa Ruth at the West Central Wisconsin Regional Planning Commission (715-836-2918, Extension 10 or [lruth@wcrpc.org](mailto:lruth@wcrpc.org)). She will respond by providing you with dropbox information for the submission. Please make sure your submittal is complete and organized before inserting it in the dropbox. If possible, provide the submittal form and all documentation as one file. No hard copy documents will be accepted.
- 3) The West Central Wisconsin 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.
- 4) 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. Momentum West will also market your site as Gold Shovel Ready.
- 5) If at any point you would like modifications made to your property information, or your property removed from Momentum West’s Gold Shovel Ready website page, please contact the West Central Wisconsin Regional Planning Commission at 715-836-2918.