

APPLICANT'S GUIDE TO THE CITY BUSINESS LIST

You must complete a City Business List disclosure form if you are petitioning the City of Cincinnati for certain project approvals that require a vote of City Council, including significant development incentives (>\$100,000 annually), purchases of high-value City property (>\$200,000), easements (>\$25,000), or any zoning changes. The form will identify the people and entities with a financial interest in your request.

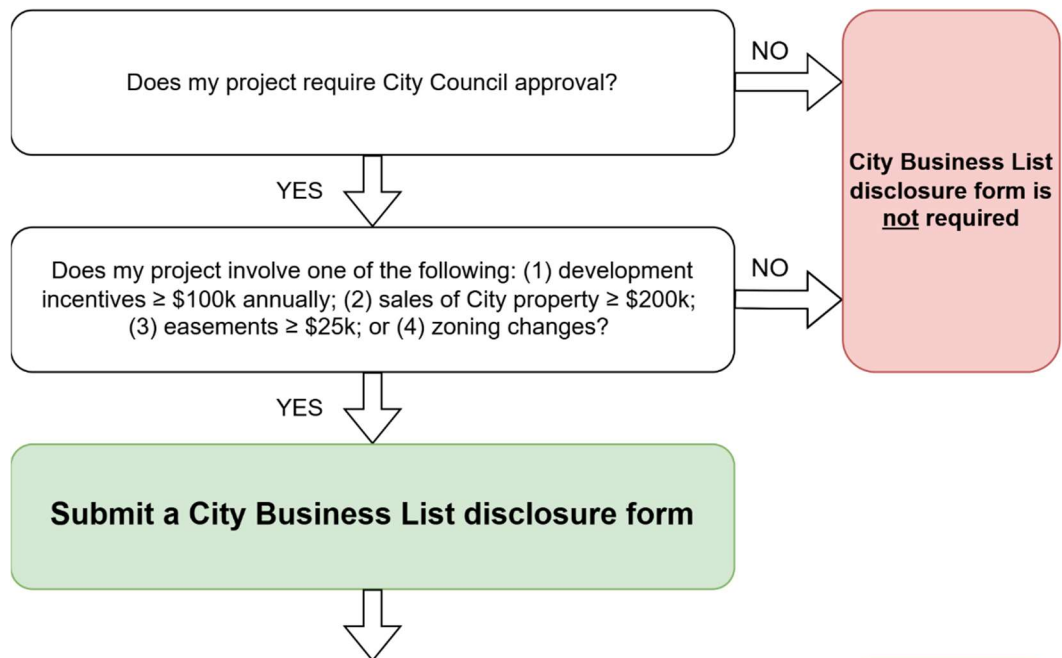
The City posts this information publicly to promote transparency, identify potential conflicts of interest, and prevent improper campaign contributions. Your submission is required by Chapter 119 of the Cincinnati Municipal Code.

You can submit your disclosure online:

<https://www.cincinnati-oh.gov/noncms/egg/city-business-disclosure>

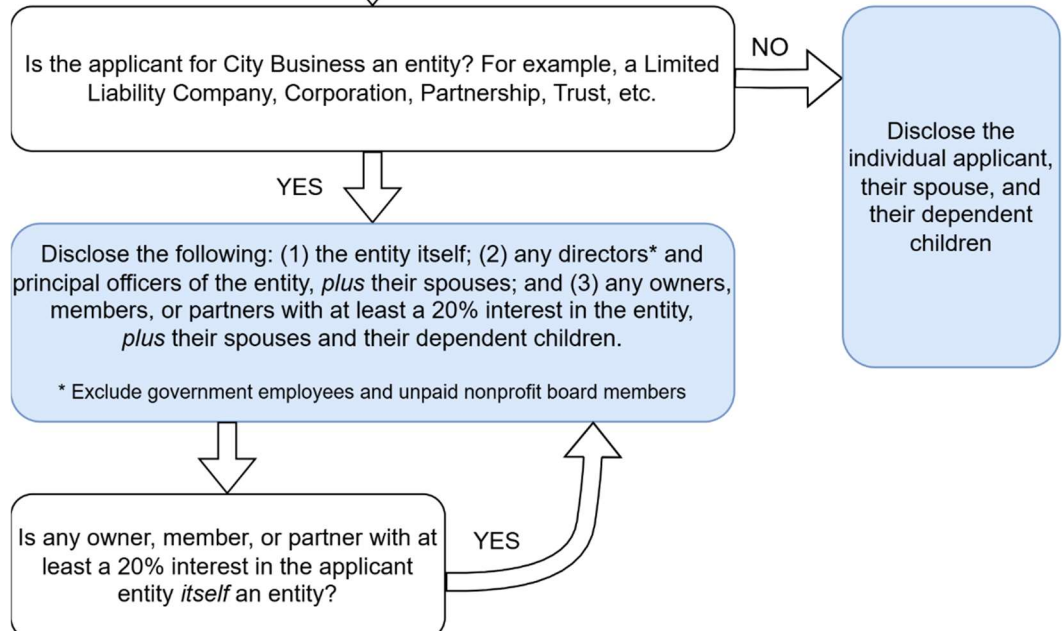
Step 1:

Do I need to submit a disclosure?



Step 2:

What should I include in the disclosure?



FREQUENTLY ASKED QUESTIONS

What laws or rules govern this process?

Chapter 119 of the Cincinnati Municipal Code requires the disclosure of Financially Interested Persons. The City Manager's Procedures, Rules, and Regulations for Chapter 119 provide more detailed guidance. Both are available at <https://www.cincinnati-oh.gov/law/ethics/city-business>.

What is NOT City Business?

"City Business" only includes matters that will be presented to City Council. It does not include administrative fact-finding inquiries, requests for appraisals, requests for coordinated reports, participation in the coordinated site review process, requests for zoning opinions, or other preliminary discussions with City officials in anticipation of making an official request or application for City Business. Nor does it include applications that are submitted solely to the Office of Administrative Boards, the Zoning Hearing Examiner, or the Historic Conservation Board, when those actions do not require City Council approval.

What's the difference between the City Business List and the Temporary Prohibition List?

The City Business List contains the Financially Interested Persons for all City Business, whether or not the matter is currently before City Council. Names are added when an application is submitted and removed six months after City Council's review ends.

The Temporary Prohibition List contains the Financially Interested Persons associated with City Business currently pending before City Council. Names are added when the ordinance is filed with the Clerk of Council and removed when City Council's review ends. The Mayor, City Councilmembers, and their campaign committees may not accept campaign contributions from individuals on this list.

What are my obligations if my name appears on the City Business List and the Temporary Prohibition List?

Appearing on either list does not require you to file anything further with the City. However, applicants must update their disclosures when additional Financially Interested Persons become known before or while City Council is considering the request. Applicants should also notify the Office of Ethics & Good Government if they withdraw a request.

What happens if I don't complete the City Business Disclosure Form?

Your application will be considered incomplete. The reviewing department, whether it is City Planning and Engagement, the Office of Strategic Growth, the Law Department's Real Estate Division, or another City department, cannot approve or recommend your request until the information is received. As a result, your request may not move forward to City Council.

What happens if I don't disclose all the required information on the City Business Disclosure Form?

The Office of Ethics & Good Government reviews every disclosure for completeness and accuracy. If information appears to be missing, the Office will contact you and give you an opportunity to amend your form. Failing to provide accurate, truthful, and complete information may result in a civil fine.

Will the City publish the names of dependent children on the internet?

No. Dependent children's names are used only for internal compliance and are not made publicly available.

Where can I find paper forms and additional information?

Additional FAQs, the paper disclosure form, and links to Chapter 119 and the implementing Rules are available at <https://www.cincinnati-oh.gov/law/ethics/city-business>. Paper forms are also available at 805 Central Avenue, Suite 110, Cincinnati, Ohio 45202. You can also contact the Office of Ethics & Good Government at Ethics@cincinnati-oh.gov or 513-352-3624.