

# APPLICANT'S GUIDE TO CITY BUSINESS LIST

## OVERVIEW

The City of Cincinnati requires Applicants for City Business (ex. certain types of development incentives, sales of city property, or zoning changes) to submit a City Business Disclosure Form. The purpose of the City Business Disclosure Form is to improve the transparency of City Business and identify conflicts of interest.

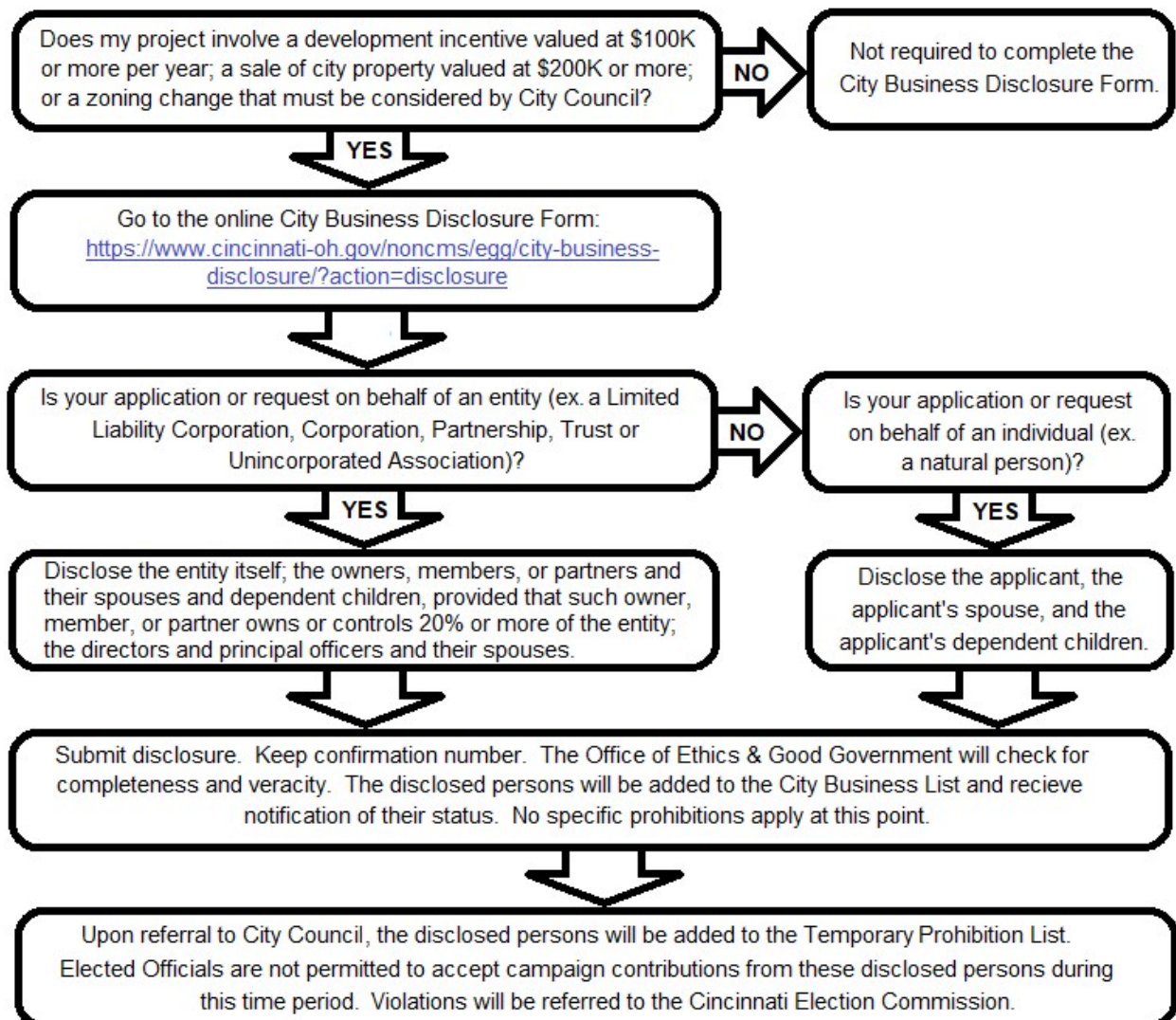
The City Business Disclosure Form is available online:

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

Additional information and FAQs are available on our website:

<https://www.cincinnati-oh.gov/law/ethics/city-business>

## PROCESS BEGINS WITH APPLICATION OR REQUEST FOR CITY BUSINESS



## FREQUENTLY ASKED QUESTIONS

### **What laws or rules govern this process?**

Chapter 119 of the Cincinnati Municipal Code governs the disclosure of Financially Interested Persons. The City Manager's Procedures, Rules, and Regulations for the Implementation of Chapter 119 of the Cincinnati Municipal Code provide more specific guidelines. Links to both sources are available online at <https://www.cincinnati-oh.gov/law/ethics/city-business>.

### **What is NOT City Business?**

"City Business" is not informal 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. It also does not include applications submitted to the Office of Administrative Boards, the Zoning Hearing Examiner, or the Historic Conservation Board, provided these zoning related actions do not require City Council approval.

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

None. Chapter 119 does not impose any additional obligations on Financially Interested Persons that appear on the City Business List or the Temporary Prohibition List. The purpose of these lists is to promote transparency, identify conflicts of interest, and prevent improper campaign contributions.

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

The City Business List is compiled as Financially Interested Persons submit applications and requests. The Temporary Prohibition List is compiled as matters are referred to City Council for consideration. City of Cincinnati Elected Officials cannot accept campaign contributions from Financially Interested Persons on the Temporary Prohibition List.

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

The City Planning Commission, the Department of Community & Economic Development, or the Real Estate Division of the Law Department may decide that your application is incomplete. Thereupon, your City Business might not be considered by 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 is required to assess the completeness and veracity of the required disclosures. That Office will follow up with Applicants that may have omitted required information and offer the opportunity to make amendments. The failure to furnish accurate, truthful, and complete information may result in a civil fine.

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

No. The City Manager's Procedures, Rules, and Regulations for the Implementation of Chapter 119 allow for the redaction of dependent children from the online City Business List and Temporary Prohibition List.

### **Is there a hard copy/paper City Business Disclosure Form?**

A paper form is available to download and print on the Office of Ethics & Good Government's website. (See above). A paper form is also available at 805 Central Avenue, Suite 110, Cincinnati, Ohio 45202.

### **Where can I ask additional questions?**

Additional FAQs are available at <https://www.cincinnati-oh.gov/law/ethics/city-business>. You can also send an email to [Ethics@cincinnati-oh.gov](mailto:Ethics@cincinnati-oh.gov) or call 513-352-4707.