

Applicability

For properties filed on the Special Order Calendar for an extension of term, proof of continuous use is required for the following application types:

- Applications filed more than one (1) year before, or less than two (2) years after the expiration of term (see BSA Rule [§ 1-07.3\(b\)\(2\)](#)).
- Applications for pre-1961 **use** grants filed pursuant to ZR § [11-411](#):
 - Applications filed more than two (2) years after, but less than ten (10) years after the expiration of term, see BSA Rule [§ 1-07.3\(b\)\(3\)\(i\)](#).
 - Applications filed more than ten (10) years after the expiration of term, see BSA Rule [§ 1-07.3\(b\)\(4\)\(i\)](#).

Format and Materials

- Applicant must show that the use approved by the Board has been continuous/operational since the expiration of the original approval to the present day.
- Each year since the expiration must be accounted for/documented.
- Acceptable documentation includes but is not limited to:
 - online street imagery
 - business licenses
 - utility bills showing usage
 - DOF Bills showing usage
 - water bill showing usage
 - redacted tax forms showing income
 - City Directory (i.e. Redi Books)
 - Advertisements
 - Aerial Maps.
- If there is evidence that shows active use, the Board will consider it on a case-by-case basis.